

Journey College

MISSOURI DEPARTMENT OF HIGHER EDUCATION



Resource Manual 2016-17

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Dear Journey to College Programs Site Coordinator:

Thank you for hosting a 2016–17 Journey to College program. Participating in Missouri's Journey to College programs is a great way to make the college access and preparation activities you offer more robust. From now through your event date(s), we will communicate with you regularly to ensure that you have all of the information and tools you need to manage your event(s).

The 2016–17 Journey to College Site Coordinator Resource Manual includes everything you need to plan successful Journey to College events, such as student/attendee sign-in sheets, media talking points and news release templates to promote your event(s). The Resource Manual also includes useful suggestions to help you communicate with volunteers, local community organizations, neighboring high schools and colleges. Additionally, it includes forms, checklists and other tools for use in planning and executing your events.

As site coordinators, you are responsible for recruiting and managing volunteers from your organization, school and/or community to staff your event(s). There is a section in the Resource Manual dedicated to helping you with your volunteer efforts. The Missouri Department of Higher Education and the Missouri Association of Student Financial Aid Personnel also will solicit volunteers from Missouri's financial aid community to assist with FAFSA Frenzy efforts. Remember, there are many things that volunteers can do to help, even if they have little or no experience with college access, financial aid or the Free Application for Federal Student Aid.

Thank you again for your support and commitment. If you have any questions or concerns, please contact JourneytoCollege@dhe.mo.gov.

Sincerely,



Julie Meyer
*Director of Student Access and
Success Programs*



Lisa Wilson
Outreach Services Coordinator



Penny Thomas
Outreach Program Specialist



Journey to College

Higher education has never been more important in Missouri. By 2018, approximately 60 percent of all jobs in the state will require some form of postsecondary education — a professional certificate or a two-year, four-year or advanced degree.

The Missouri Department of Higher Education's Journey to College initiative works to increase college access and affordability to help Missouri students plan for the future. Journey to College includes outreach programs, publications, social media, and presentations and training. To learn more about Journey to College services, visit <http://dhe.mo.gov/ppc/journeytocollege.php>.

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Outreach programs

The department sponsors three Journey to College outreach programs: Apply Missouri, FAFSA Frenzy and Decision Day.

Apply Missouri — Apply Missouri provides assistance during the regular school day to help students determine higher education institutions that best meet their needs and submit admissions applications. The program promotes a college-going culture and helps create important communication channels between students and higher education institutions. High schools host Apply Missouri events during September and October.

FAFSA Frenzy — FAFSA Frenzy provides free, one-on-one professional assistance to help students and families complete the Free Application for Student Financial Aid (FAFSA). The FAFSA is the primary form used by federal, state, and college and university financial assistance programs to determine a student's eligibility for grants, scholarships, loans and work-study programs. High schools, colleges and community organizations host FAFSA Frenzy events October through January.

Decision Day — Decision Day celebrates seniors' plans for college or military service. The program encourages seniors to finalize and follow through on their plans for the future and helps build interest in college among younger students. High schools host Decision Day events on or near May 1, the date by which most seniors must notify a college of their plans to enroll.

Why should you host all three events?

Although the three programs can each stand alone, providing all three to students helps them throughout their senior year. Missouri high schools that participate in all three programs during the 2016–17 academic year will be considered Journey to College High Schools. Those schools will receive year-end outcome reports to share with the local community and the school board. They also will receive an official Journey to College High School certificate. Registering as a Journey to College High School gives you the tools to offer a more robust college access program and receive statewide recognition for your efforts. To ensure students get the most out of these events, a school-wide planning team with representation from teachers and staff is critical. Teachers and administrators must be on board with Journey to College events to ensure students are provided support for participating in the events.

Logo usage policy

We encourage you to use the Journey to College logos to promote your event(s). If your school has hosted Apply Missouri or FAFSA Frenzy events before the 2015–16 academic year, the MDHE asks that you discontinue use of the old FAFSA Frenzy and Missouri College Application Week logos.

Materials such as fliers, letters and worksheets using the logo are provided within this packet. If you use the logos on other pieces specific to your event, please avoid distorting or stretching the logos in any way. All logos may be used in black and white or in the original colors.





Apply Missouri

MISSOURI DEPARTMENT OF HIGHER EDUCATION



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Helping Missouri students apply to college

Applying to college can be a daunting process, especially for students who would be the first in their family to attend college, low-income students and others who are underrepresented in higher education.

Helping students navigate the college application process can put them on a path to reach their full potential.

Apply Missouri 2016 is a college application program designed to help students plan for their future. All high schools in Missouri are invited to participate in the program this September and October.

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The purpose of Apply Missouri is to encourage students to consider a variety of higher education options, find the “best fit” for them, and submit one or more applications to higher education institutions. The program can help create a college-going culture, generating interest and engagement among students.

Participating schools can schedule events any time during September and October.

Participating schools are asked to:

- Register to host an event
- Provide a computer lab, staffing and time during the school day for students to submit college applications
- Report the results of their efforts to the Missouri Department of Higher Education

High schools are encouraged to offer other college-related activities, including assemblies, college and career fairs, contests and class assignments.

This is the fourth year Apply Missouri has been held at Missouri high schools. During the 2013 pilot program, more than 2,000 students at 26 high schools submitted college applications. Nearly 2,900 students at 55 high schools submitted applications in 2014. Nearly 100 schools participated in 2015, with 4,931 students submitting 5,277 applications.

By participating in Apply Missouri 2016, your school can ensure that all seniors have an opportunity to receive hands-on assistance to help them take the first big step toward continuing their education beyond high school.

Apply Missouri is a part of the American College Application Campaign, a national program sponsored by the American Council on Education. All 50 states participate in College Application Campaign activities.



Planning your Apply Missouri activities

Site coordinator checklist

- ☐ Utilize your planning team to encourage teachers and staff to get involved.
- ☐ Ask teachers to dedicate an in-class assignment to admissions essay preparation and college readiness.
- ☐ Add Apply Missouri activities to the school calendar.
- ☐ Reserve space for activities, including computer lab space for submitting applications and other online activities.

Developing your schedule of activities

Utilize the sample activity schedule on page 12 to prioritize your activities and to help keep school staff and students informed. Plan various activities throughout the week using the chart on page 11 and the following ideas:

Creating your planning team

A school-wide planning team with representation from teachers and staff is critical. Teachers, staff and administrators must be supportive of Apply Missouri goals and activities to ensure students are provided time during the school day to plan and prepare for college and to ensure all seniors have the opportunity to participate. Consider establishing your planning team as early as possible before your Apply Missouri event is scheduled to occur. Meet regularly with the planning team to touch base on progress with tasks and assignments. It is a good idea to use your planning team to select activities appropriate for your students and school environment as well as to determine the best dates and times for scheduling activities.

Kick-off assembly or celebration

For this activity, you may want to solicit an outside speaker, showcase and explain Apply Missouri activities and procedures, distribute Apply Missouri student materials, and/or offer door prize(s) for attendance. The Missouri Department of Higher Education will provide a large indoor/outdoor vinyl banner that your high school can use for the

assembly or celebration. The general idea for the kick-off event is to build excitement about Apply Missouri and about postsecondary education. Students and classes may be used to help promote the kick-off event. For example, you may enlist an art or graphic design class to help decorate or a media class to create a special Apply Missouri promotional video.

Class assignments

Ask teachers to dedicate an in-class assignment related to obtaining postsecondary education. Some ideas you may want to consider include:

- Ask English teachers to assign a project to write college admissions essays. There are many websites devoted to lesson planning and ideas for this kind of project. Below is a list of a few of these websites:
 - http://www.k12.wa.us/SecondaryEducation/CareerCollegeReadiness/SparkCurriculum/Grades11-12/STF_Gr11-12_Lesson07.pdf
 - <http://www.ownyourownfuture.com/files/documents/writing-coll-admissions-essay-s.pdf>
 - http://www.successlink.org/GTI/lesson_unit-viewer.asp?lid=7898
- Ask government and economics teachers to lead a “college match” lesson where students research and identify schools that are a good fit academically, financially and educationally. Students may complete the “college fit” worksheet on page 28 as part of this activity and place a copy in their College Portfolio.
- Ask mathematics or personal finance teachers to do a lesson on calculating financial need and student loan repayment options. The U.S. Department of Education’s Federal Student Aid Repayment Estimator can be used for a portion of the assignment:
 - <https://studentloans.gov/myDirectLoan/mobile/repayment/epaymentEstimator.action>
- Have students use the FAFSA4caster to help them understand loan/award amounts.
 - <https://fafsa.ed.gov/FAFSA/app/f4cForm?execution=e2s1>



- In addition, the following website contains relevant lesson plans for a multitude of college student needs:
 - https://www.practicalmoneyskills.com/foreducators/lesson_plans/highschool.php
- Work with media/journalism classes to create ads for local media outlets including radio, television and newspaper. Media and journalism classes may also be a good resource for creating an Apply Missouri social media campaign for the school's Twitter, Facebook or other social media account.

One-on-one assistance to students completing and submitting admissions applications

For this activity it is important to reserve enough computers and lab time so each high school senior can submit at least one admission application during your Apply Missouri activities. An average student typically requires about an hour to successfully complete and submit one college application. Even if the student is planning to enter the military or workforce, it is beneficial to have that student complete at least one admissions application. Having every student complete an admissions application gives them the experience for the future. Prior to participating in this activity, every student should complete the "student admissions application" worksheet on page 29. Reminder: this worksheet contains personal identifying and credit card information. Encourage students to be cautious when using this form to keep their information private. Students also should save confirmation printouts from their submitted applications in their College Portfolios.

Parent/teacher conferences

You may want to set up a table during parent/teacher conferences to promote Apply Missouri activities and answer questions students or parents may have about applying for college.

FSA ID account creation

After applying for admissions, one of the next steps in the college preparation process is submitting financial aid forms. The FAFSA is available on October 1 each year, and Apply Missouri is a perfect time to help students get ready for the FAFSA by setting up their FSA ID, which includes a user name and password. If your school is planning to host a FAFSA Frenzy event, you may wish to distribute FAFSA Frenzy promotional materials or items to students who participate in a FAFSA-related activity. The FAFSA Frenzy

main event date is set for Sunday, Nov. 13, 2016. Hosting sites may select the main event date or a date and time that works for their school, community or organization. The 2016 site hosting application can be found at <https://surveys.mo.gov/index.php/325679>. The site application deadline is Friday, Aug. 12, 2015, at 5 p.m.

College fairs

The Missouri Association of College Admissions Counselors (MOACAC) organizes about 100 college fairs each fall during the months of September and October. If your school is hosting or attending a MOACAC college fair, you may want to coordinate your Apply Missouri activities with the college fair. This can be a great way for your seniors to direct questions to specific colleges as well as build enthusiasm over college attendance.

College T-shirt/decorating day

Designate a special day during your Apply Missouri event for teachers and staff to wear shirts from their college alma maters to help heighten excitement about college and the vast options for higher education. Encourage teachers to decorate classrooms or doors with fliers, pennants, or other swag from their alma mater and to urge students to ask about their college experiences.

Viewing of the documentary *Why Not Us?*

Why Not Us? is a documentary created by The College Board, in partnership with Roadtrip Nation, which follows the journey of four first-generation college students as they take a road trip across the United States. During their journey, they interview leaders like Ana Maria Cavez, CEO of Girl Scouts of America; Grammy and Academy Award-winner John Legend; and Starbucks CEO Howard Schultz who are all the first in their families to attend college. It is an inspiring documentary that is sure to promote a college-going atmosphere in your school. This documentary can be accessed at <https://lp.collegeboard.org/roadtrip-nation/why-not-us?excmid=SM046-ST-BF-tw>. A Companion Discussion Guide also is available at this website.

Daily college-related PA announcements and contests with prizes

School office staff may announce a daily riddle or provide a daily fun fact or tip related to attending college. You may wish to organize contests such as college trivia, college bingo, a scavenger hunt, or an art, video or design contest.



You may want to solicit donations for prizes, such as gift cards or college T-shirts, from local postsecondary education institutions and businesses.

One-on-one counseling with students about college fit and calculation of total costs and net price

According to a 2009 U.S. Department of Education survey, public school students received an average of only 38 minutes of college admissions advice from their school counselors. Effective college guidance for low-income students involves a host of tasks, including helping students identify college matches that offer robust support structures and adequate funding. You may want to use the “college fit” worksheet on page 28 to help guide discussions and to help students document and remember their needs and concerns about attending college. This type of activity also could include helping students log into the Missouri Department of Higher Education student portal at <https://web.dhe.mo.gov/dhe/famous/portal/splogin.faces>. Through the portal, students can access online tools such as a Missouri college and program search and information about state aid eligibility. To access the MDHE Student Portal, a student must have a Microsoft Live ID.

One-on-one assistance to students applying for ACT or SAT exam fee waivers and registering for a test date

The ACT website can be found at <http://www.act.org/content/act/en/products-and-services/the-act.html>. To be eligible for an ACT fee waiver, a student must be enrolled in the 11th or 12th grade, either a U.S. citizen or testing in the U.S., U.S. territories, or Puerto Rico and meet one or more indicators of economic need listed on the fee waiver form. Eligible students may receive a maximum of two separate fee waivers in total. A waiver is used at the time the student registers for an exam and may not be used to cover late registration fees, test date changes, test location changes, or other fees or services. Copies of test registration confirmation pages should be stored in the College Portfolio to help keep the student organized.

Workshops with military representatives to discuss ROTC opportunities or veterans’ education benefits

The branches of the U.S. military offer education payment and training benefits for service members. For more information about education programs, visit http://www.benefits.va.gov/gibill/education_programs.asp.

College preparation workshops

Schedule workshops with college student panels to address college-life questions, etc.

Individual student selfies or videos to gather student feedback and quotes

This type of activity should be fun for students and may be useful to promote your next year’s Apply Missouri activities. You may want to consider using Vine, Instagram, Snapchat or other social media platforms to help reach as many students as possible and build excitement.

End of the week or month “I applied” celebration

You may wish to celebrate with a school assembly, or you may want to try something a little more creative such as a college tailgate party. This is a perfect time to share the list of all schools to which students applied during your Apply Missouri event.

Student website activities/handouts

The Missouri Department of Higher Education provides more information for students on a web page designed specifically for seniors during the college application process. Direct students to this page (<http://dhe.mo.gov/ppc/students/applymissouriforstudents.php>) for the following resources:

- What is college?
- Personal statement and essay writing tips
- Military education worksheet
- I applied! What’s next?
- Sample admissions application



Apply Missouri sample activities

Activity	Potential volunteers	Add to school calendar?	Reserve facilities?
Kick-off celebration	<ul style="list-style-type: none"> • Outside speakers • Promotion assistance from students or teachers and their classes 	Yes	Large room such as the gym
Class assignments	<ul style="list-style-type: none"> • English teachers for admissions essay assignment • Economics or government teachers for college fit project • Personal finance or math teachers for college costs, financial need, and student loan assignment 	No	No
Parent/teacher conferences	Volunteers may be needed to staff an Apply Missouri information table	Yes	Yes
FAFSA account creation	One-on-one technical assistance	Yes	Computer lab
College fair		Yes	
College T-shirt or decorating day	Art or media teachers	Yes	No
Viewing of the documentary <i>Why Not Us</i>	Teacher or staff to set up hardware and moderate	Yes	Yes
College-related daily PA announcements, contests and prizes	Office staff — to generate awareness of daily activity or give a morning “Fun fact” (could go with trivia contest)	No	No
Admissions application assistance	One-on-one technical assistance: <ul style="list-style-type: none"> • Local postsecondary school academic advisors • Staff from college access organizations • Financial planners • Seniors who have already completed the admissions process at one or more schools 	Yes	Computer lab
Counseling students about college fit, net price and costs, etc.	One-on-one assistance	Yes	Classroom or larger room
ACT or SAT exam waiver or test registration assistance	One-on-one assistance		Computer lab
ROTC or military education benefits workshop	Outside speakers	Yes	Classroom or larger room
College preparation workshops with student panels	<ul style="list-style-type: none"> • Seniors who have already completed their admissions applications may provide testimonials or answer questions • Outside speakers from local postsecondary institutions, such as someone from residential life 	Yes	Classroom or larger room
Apply Missouri participant testimonials	Students from school media classes or staff	No	No
Apply Missouri “I applied” celebration	Photography or journalism students	Yes	Large room such as the gym



Apply Missouri sample schedule

Day, date	Time	Activity	Location	Goals
Monday Oct. 20, 2016	8:45–9:45 a.m.	Apply Missouri kick-off assembly	Gym	<ul style="list-style-type: none"> • Distribute College Portfolios and materials • Introduce any volunteers or speakers • Explain how Apply Missouri events will work
	10 a.m.–3 p.m.	Senior English classes work on admissions essay	Classrooms	<ul style="list-style-type: none"> • Students should write a complete first draft and turn it in before the end of the class period • Teachers should be prepared to return the following day with comments, suggestions
	10 a.m.–3 p.m.	Personal finance and economics classes work on “college fit” worksheets	Classrooms	<ul style="list-style-type: none"> • Students should complete as much information within the worksheet as possible before the end of the class period • Teachers should be prepared to return worksheets the following day with comments, suggestions
Tuesday Oct. 21, 2016	8:15 a.m.	Morning announcements – include college trivia/contest question	Office staff to announce over intercom system	<ul style="list-style-type: none"> • Offer a question such as a statistic (e.g., what is Missouri’s college completion rate?) or a fun fact about a Missouri college (e.g., which Missouri school’s mascot is a mule?)
	10 a.m.–3 p.m.	Senior English classes work on admissions essay	Classrooms	<ul style="list-style-type: none"> • Return essays to students with comments, suggestions; students should finalize • Printed copies may be saved in students’ College Portfolios
	10 a.m.–3 p.m.	Personal finance and economics classes work on “college fit” worksheets	Classrooms	<ul style="list-style-type: none"> • Return worksheets to students with comments, suggestions; students should finalize • Final copies may be saved in students’ College Portfolios
	1 p.m.–3 p.m.	Student individual appointments to discuss “college fit” worksheet	Classroom or counseling offices	<ul style="list-style-type: none"> • Answer student questions • Help students narrow school choices
Wednesday Oct. 22, 2016	8:15 a.m.	Morning announcements – include college trivia/contest question	Office staff to announce over intercom system	<ul style="list-style-type: none"> • Offer a question such as a statistic (e.g., how many students received Missouri student aid in 2014–15? Answer 70,000) or a fun fact about a Missouri college (e.g., name a private/independent Missouri college in St. Louis)
	11:20 a.m.–12:40 p.m.	Set up tables/stations	Cafeteria	<ul style="list-style-type: none"> • Promote remaining Apply Missouri activities • Answer student questions about college application processes
	8:45 a.m.–3 p.m.	One-on-one assistance submitting college admissions applications	Computer lab	<ul style="list-style-type: none"> • Have students submit at least one admissions application each
Thursday Oct. 23, 2016	8:15 a.m.–9:30 a.m.	Game day activity	Classrooms	<ul style="list-style-type: none"> • Play college bingo or make a card or worksheet whereby students must match teachers to their alma maters; have seniors submit the card to an Apply Missouri volunteer at the end of the first period to be entered into a drawing
	8:45 a.m.–3 p.m.	One-on-one assistance submitting college admissions applications	Computer lab	<ul style="list-style-type: none"> • Have students submit at least one admissions application each
Friday Oct. 24, 2016	8:45 a.m.–12:15 p.m.	One-on-one assistance submitting college admissions applications	Computer lab	<ul style="list-style-type: none"> • Have students submit at least one admissions application each
	1:45–3 p.m.	Apply Missouri closing celebration and tailgate party	School parking lot	<ul style="list-style-type: none"> • Have students share the schools to which they applied • Have students turn in their activity tracking cards and student survey forms; conduct door prize drawings from completed forms



College bingo card sample

B	I	n	G	O
Attended a four-year college or university	Lived at home while attending school	Worked full time while attending college	Is still close friends with his or her college roommate	Studied abroad while in college
Attended a college or university in Missouri	Had a least one scholarship for college	Changed majors two or more times	Attended a two-year college	Majored in math
Majored in Science	Attended an out of state college or university	FREE SPACE	Worked for the school newspaper, tv station or radio station while in college	Met his/her significant other in college
Lived on campus	Is currently enrolled in a college program or course	Had a mentor or other close advisor in college	Was President or leader of a college club	Completed Graduate school
Attended two or more colleges	Took a Philosophy Class	Ate Ramen noodles several times a week while in college	Played sports in college	Took out student loans to pay for college



College bingo card template

▶ Print your own: <http://dhe.mo.gov/ppc/documents/ApplyMissouriBingo.pdf>

<i>B</i>	<i>I</i>	<i>n</i>	<i>G</i>	<i>O</i>



Apply Missouri FAQs

What type of organization can be a site for the Apply Missouri program?

Because Apply Missouri activities largely take place during the school day, sites are limited to high schools. Hosting an Apply Missouri event does take a significant amount of effort. A participating high school may choose to select an internal person, such as a school counselor, to serve as its site coordinator, or may work with a college access organization serving as the site coordinator. Missouri has many college access organizations such as Missouri College Advising Corps, College Summit, College Bound of St. Louis, PrepKC and more. Many of these organizations work directly within high schools to help students prepare for college, and Apply Missouri can be an ideal program to help strengthen those existing efforts.

What type of students does Apply Missouri target?

The program is mainly focused on helping high school seniors who would be the first in their families to attend college. These students are often referred to as “first generation” students. The Apply Missouri program also seeks to help low-income students. However, it is important to remember that Apply Missouri activities are intended for ALL high school seniors, and the Apply Missouri ideal is to have 100 percent of all participating high schools’ seniors take part in at least one Apply Missouri activity.

Should I require students to sign up for specific Apply Missouri activities beforehand?

The American College Application Campaign, of which Apply Missouri is part, strongly discourages requiring students to sign up for specific activities beforehand. This practice is likely to discourage or prevent target audiences from participating.

Can volunteers promote their colleges, organizations or businesses?

As you recruit volunteers, be sure everyone involved with Apply Missouri activities understands the program is NOT a recruitment opportunity for individual colleges and postsecondary institutions. Volunteers from local colleges and universities are welcome and can serve as experts regarding college admission processes — but they do need to be aware that they will be helping students to apply to any of the thousands of postsecondary schools nationwide. Volunteers may wear a specific college’s T-shirt, such as one from their alma mater, but they should refrain from promoting that school.

Some Apply Missouri activities, such as including snacks at your “I Applied” celebration, may cost the hosting school. Can those costs be passed along to students? For instance, could my school charge each student a dollar or two to attend an activity?

No. However, site coordinators may solicit local businesses to sponsor their Apply Missouri activities by donating prizes to be used in drawings or contests, providing refreshments during some Apply Missouri activities, and more.



Promoting your Apply Missouri event

Site coordinator checklist

- ☐ Order promotional items and materials from the Missouri Department of Higher Education.
- ☐ Display/distribute promotional items at least one month prior to your event. Remember, promotional items should be used to promote your event, rather than distributed during your event.
- ☐ Be sure to include target populations when distributing promotional items:
 - First-generation college students
 - Foster and homeless youth
 - Economically disadvantaged
 - Students historically underrepresented in postsecondary education
- ☐ Verify all Apply Missouri planned activities are listed on the school calendar.
- ☐ Request Apply Missouri activities be added to school announcements and social media posts, as well as your school's outdoor sign.
- ☐ Promote Apply Missouri by using media classes to create ads for local or school radio, television and newspapers.
- ☐ Schedule phone blast and/or text message reminders and social media posts.
- ☐ Identify and contact community organizations and individuals to gain community support. A sample letter to community organizations and a letter to students and families is available on pages 23–24.

Ordering promotional materials

Order all of your promotional items and materials three to four weeks prior to your Apply Missouri event. To order, visit <https://web.dhe.mo.gov/dhe/forms/publications/puborderform1.faces>. Select “Site Coordinator — Journey to College” from the “Tell us who you are” drop-down list.

Promotional materials

A variety of materials are available to help you promote your Apply Missouri event. Items available for Apply Missouri 2016 events include:

Screen saver (page 39)

A great way to advertise your Apply Missouri event directly to students is by using a screen saver in your school's computer lab. Ask teachers throughout your school to use the screen saver in their classrooms where students typically have access to computers. Ask for it to be displayed on screen savers in hallways, the cafeteria, front offices or other high traffic areas.

Flier (pages 40–41)

Electronic fliers are designed to fit an 8.5 x 11 inch-paper and are available in color or black and white, as well as in English and Spanish. Site coordinators are responsible for printing their own copies or distributing them electronically. The flier includes a blank area where you can add your site information.

Journey to College 3-step poster (page 42)

The full-color poster measures 17 x 22 inches and promotes all three Journey to College programs on one side. There is a blank area next to each program where you can add your site information for your event(s). The other side of this poster promotes FAFSA Frenzy only.

Journey to College 3-step leaflet (page 43)

This full-color leaflet measures 3.67 inches x 8.5 inches and covers the three main steps involved in preparing for college: applying to college, completing the FAFSA, and celebrating final decisions. Leaflets will fit in a business-sized envelope.

Journey to College 3-step banner (page 44)

This indoor/outdoor vinyl banner measures 6 x 3 feet and should be hung in a cafeteria, main entrance or other heavily trafficked area. It can also be used for your kick-off assembly or for other promotional purposes. Sites are limited to one banner, based on availability.



College Portfolio

http://dhe.mo.gov/documents/CollegePortfolio_Cover2016-17.pdf and http://dhe.mo.gov/documents/CollegePortfolio_Tabs2016-17.pdf

The portfolio is designed specifically for students to help them keep their college preparation and financial aid documents organized. Each senior should receive one of these before Apply Missouri activities begin. Because the portfolio will contain personal identifying information, advise students to keep it private. You may wish to distribute the portfolios during your Apply Missouri kick-off celebration.

Planning for Financial Success calendar

http://dhe.mo.gov/documents/P4FS_brochure.2016.pdf

This 2016–2017 planner provides students with tips about financial literacy and money management to help guide them through the year. This would be a helpful piece to hand out to students during a financial planning/college costs activity.

The Missouri Source

<http://dhe.mo.gov/documents/TheMOSource.FINAL.2016.pdf>

This publication provides students with information about planning and paying for college including details about federal and state grants, scholarships, and loans.

Journey to College Online Resources leaflet

<http://dhe.mo.gov/documents/JourneyToCollegeOnlineLeaflet2015.pdf>

This front and back leaflet highlights electronic resources from the Missouri Department of Higher Education most useful to students and families when planning and paying for college.

Journey to College senior year magnet

<http://dhe.mo.gov/documents/Magnet.2016.pdf>

Help keep seniors on track throughout their senior year using the monthly calendar tasks for applying to and planning for college.

Stress balls, “I applied” stickers and cleaning cloths

Color-changing smiley faced stress balls may be distributed as a promotional item prior to your event or as prizes for college-related trivia or other activities. Use the “I applied” stickers for students who complete at least one admissions application. Apply Missouri microfiber cleaning cloths also can be distributed as promotional items or prizes throughout your event.

Building public support

Public support is vital to a successful Journey to College program. Use the following resources to help communicate with the media and potential community supporters about your upcoming event. Pages 18–24 provide links to templates you can fill out and print.

Media talking points (page 18)

Use media talking points to highlight important facts about the Apply Missouri program and your events in particular. See page 18 for the list of bulleted items to help you communicate with local reporters.

News release (pages 19–20)

To garner more support for your event, consider sending a news release to your local newspaper, TV or radio stations. You may even want to write a letter to the editor, asking for support and explaining the importance of the program. Examples of these can be found on pages 19–20.

Public service announcement (page 21)

The sample public service announcement, found on page 21, can be used on local or campus radio and television stations to promote your event. It is recommended that you begin using the PSA at least one month prior to your Apply Missouri event. Contact radio and television station managers to request an on-air spot for your Apply Missouri PSA.

Social media posts (page 22)

Use your school’s social media sites to help spread the word to students, parents and the community about your Apply Missouri events. Sample Facebook and Twitter posts can be found on page 22.

Sample letters to families and community groups (pages 23–24)

Ask parents to get on board with Apply Missouri activities by sending a letter explaining the event. Consider asking community groups and organizations to help support your school in creating a college-going culture also by mailing a letter. A sample letter to community organizations and a sample letter to students/families are available for your use on pages 23–24.



Media talking points

- Apply Missouri provides high school seniors with free help to complete the college application process.
- The purpose of Apply Missouri is to encourage students to consider a variety of higher education options, find the “best fit” for them and submit an application to one or more postsecondary schools.
- All Missouri high schools are invited to host Apply Missouri activities during September and October.
- Increasing access to college is an important part of Missouri’s goal to increase the percentage of working-age adults with a two- or four-year degree or professional certificate. By 2018, nearly 60 percent of all jobs in Missouri will require a postsecondary degree or certificate. For more information, visit <http://dhe.mo.gov/initiatives/MissourisBigGoal.php>.
- Apply Missouri is part of The American College Application Campaign, which began in 2005 in North Carolina and was modeled after FAFSA completion programs such as the national College Goal Sunday Program, known in Missouri as FAFSA Frenzy.
- The Missouri Department of Higher Education initiated a college application program in October 2013 with assistance from the Missouri College Advising Corps. Twenty-six Missouri high schools participated during the pilot year. The following year, 55 schools participated. In 2015, close to 100 Missouri high schools with more than 14,000 seniors participated.
- All 50 states now participate in the American College Application Campaign.
- Apply Missouri is the first of three Journey to College programs designed to help students plan and pay for college. The others are FAFSA Frenzy and Decision Day.



News release template

 **Fill out and print on your letterhead:** <http://dhe.mo.gov/ppc/documents/ApplyMissouriNewsRelease.pdf>

FOR IMMEDIATE RELEASE

Date _____

CONTACT

Name _____

Phone _____

Email _____

_____ **High School set to host Apply Missouri activities**

_____ High School is participating in a state program that aims to help more students attend college.

Apply Missouri activities will be held _____ at _____ High School.

Schools participating in Apply Missouri provide time and resources during the school day to assist seniors with the college application process.

The program, sponsored by the Missouri Department of Higher Education, focuses on providing assistance to students who would be the first in their family to attend college, low-income students and others who may be unfamiliar with the college application process.

Increasing access to college is an important part of Missouri's goal to raise the percentage of working-age adults with a two- or four-year degree or professional certificate. By 2018, nearly 60 percent of all jobs in Missouri will require a postsecondary degree or certificate.

For more information about Apply Missouri, contact _____



Apply Missouri

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Sample letter to the editor

 **Fill out and print on your letterhead:** <http://dhe.mo.gov/ppc/documents/ApplyMissouriLettertoEditor.pdf>

Dear Editor,

As students begin their senior year of high school, they will be making many decisions about their future, including whether or not they will continue their education.

_____ High School will be participating in Apply Missouri, a statewide program to help students apply to college. By 2018 approximately 60 percent of jobs in Missouri will require some form of postsecondary education. Our goal is to help seniors find their best fit for higher education and make plans to attend a career or technical school, community college or four-year university or enter the military.

Completing college admissions applications can be a challenging process. Our goal is to help all students with admissions essays, college comparisons, and other aspects of the application process.

Events will be held during the school day to ensure all seniors have an opportunity to receive the help they need.

We invite the community to join us in supporting our students as they make important plans for the future.

Thank you!

Sincerely,



Public service announcement template

 **Fill out and print on your letterhead:** <http://dhe.mo.gov/ppc/documents/ApplyMissouriPSA.pdf>

This fall, _____ High School will participate in
Apply Missouri 2016 to help high school seniors with the college application process.

Students will learn more about higher education opportunities, decide what type of school is the best fit
for them and submit an application to one or more schools.

Apply Missouri 2016 can help students plan for their future and take that first big step toward college.

For more information about Apply Missouri 2016, go to [www - dot - dhe - dot - mo - dot - gov](http://www.dhe.mo.gov).

That's [www - dot - dhe - dot - mo - dot - gov](http://www.dhe.mo.gov).



Sample social media posts

Social media posts should engage student and encourage them to participate in the conversation. Open-ended questions and asking for opinions are good ways to initiate dialogue.

If you plan to link any of the resources found at <http://dhe.mo.gov/ppc/students/applymissouriforstudents.php>, consider using social media management software to shorten the links so they fit better in your social media post.

Use the following pre-selected hashtags: #ApplyMo and #IApplied

Facebook

Post at least three times a week leading up to your event. Use Facebook to get students excited about Apply Missouri activities and as a reminder of items they may need to bring with them in order to complete college applications. If your school has hosted Apply Missouri events in the past, you may consider pairing photos from those events with new posts in order to attract more attention.

Twitter

With a limit of only 140 characters per post, relaying information via Twitter has to be short and to the point. Twitter moves much faster than Facebook, so more tweets may be necessary in order for them to be seen.

Sample social media posts include:

- Seniors! #ApplyMo is just around the corner. What schools are you interested in attending?
- College is more important today than ever before. Let us help you find your best fit during #ApplyMo events!
- Tell us what careers you're interested in. Chances are you'll need some form of college to get there. #ApplyMo
- Have you worked on your admissions essay yet? Tell us your story with #ApplyMo.
- Don't forget to complete the admissions application worksheet before you start submitting applications. #ApplyMo

- Reminder: Bring your ACT and/or SAT scores, class rank, GPA and two references. #ApplyMo.
- Everyone likes options! Apply to more than one college now, choose later. #ApplyMo #
- Use the college fit worksheet to compare multiple schools. #ApplyMo
- What are you looking for in a college? Tell us what's important to you. #ApplyMo
- Make sure the colleges you're applying for offer the degrees you want. #ApplyMo
- How many applications did you fill out? Let us know with #ApplyMo and #IApplied!
- Congratulations! You've taken the first big step toward your degree. #IApplied #ApplyMo



Sample letter to students and families

 **Fill out and print on your letterhead:** <http://dhe.mo.gov/ppc/documents/ApplyMissouriParent.StudentLetter.pdf>

Dear students and families,

This fall, _____ High School will be participating in Apply Missouri 2016, sponsored by the Missouri Department of Higher Education. All seniors expecting to graduate in 2017 will have an opportunity to submit an application for admission to one or more colleges or universities, if they have not already done so. The event will be held _____ (DATE OR DATES OF EVENT).

The purpose of Apply Missouri 2016 is to provide students with information about higher education and the college application process. Information about completing the Free Application for Federal Student Aid (FAFSA) also will be available during the event.

Prior to the event, seniors will be encouraged to fill out a “college fit” worksheet to help them determine what type of higher education might be the best choice for them. Having the completed worksheet available at the Apply Missouri event will allow students to quickly and easily complete college applications. We anticipate that students and their families will work together to complete the worksheet.

Please be aware most colleges require a fee when an application is submitted. Many colleges will require some form of electronic payment with an online application. Visit with your school counselor if you have questions about qualifying for a fee waiver.

Families are welcome to visit _____ High School to help their son or daughter during the application process. Family members also can volunteer to assist with the event, signing in students, helping students complete college applications or distributing information about financial aid opportunities.

If you have any questions about Apply Missouri 2016 or you would like to volunteer during the event, please contact

(NAME, PHONE NUMBER AND/OR EMAIL ADDRESS). Thank you in advance for supporting this exciting program to help students learn more about the higher education opportunities available to them.

Sincerely,

(NAME OF SITE COORDINATOR)
(TITLE)



Community/civic group letter template

 **Fill out and print on your letterhead:** <http://dhe.mo.gov/ppc/documents/ApplyMissouriCommunityLetter.pdf>

Dear _____ :

On behalf of _____ High School, I am writing to inform you about local Apply Missouri events and request your support in one or more of the following ways:

- Raffle and door prize items, especially college-related items
- Snacks for up to _____ students expected to participate in at least one Apply Missouri activity
- Sponsorship of specific activities: _____
- Volunteer participation

Apply Missouri makes applying for college easier by providing students with free help filling out college admissions applications and completing other college preparation tasks. Our local Apply Missouri events will be held _____ through _____ at _____ High School. All high school seniors attending _____ High School are encouraged to participate in at least one of the following activities:

- _____ activity on _____ date/time
- _____ activity on _____ date/time
- _____ activity on _____ date/time

In exchange for your contribution, your business logo and name will be displayed at the Apply Missouri events (e.g., in the hallways and classrooms of _____ High School). Your organization or company also will be invited to place special offers (e.g., coupons, fliers, etc.) in the Welcome Packets, which will be given to each student during our school's Apply Missouri kick-off assembly. Additionally, your contributions will be recognized in the _____ High School newsletter and website, through the school's social media feeds, and with a Certificate of Appreciation for you to display in your place of business.

The Missouri Department of Higher Education and the Missouri College Advising Corps piloted the Apply Missouri program at 26 high schools across the state during October 2013. The program is now open to all Missouri high schools. Apply Missouri is part of the American College Application Campaign, conducted in all 50 states.

The success of this program depends, in part, on support from our community. For more information, please visit www.dhe.mo.gov.

Sincerely,



Helping students prepare for Apply Missouri

Site coordinator checklist

- ☐ Distribute event preparation materials and promotional items to students.
 - College fit worksheet
 - Student admissions application worksheet
 - College Portfolios
 - Planning for Financial Success calendars
 - Sample letter to students/families
- ☐ Encourage students to complete college research prior to Apply Missouri activities.
- ☐ Encourage students to visit the “Apply Missouri for Students” webpage at <http://dhe.mo.gov/ppc/students/applymissouriforstudents.php>.

School choice and counseling students about college fit

Ideally students should arrive at the computer lab during the admissions application activity with a list of colleges they are interested in attending. The “college fit” worksheet is an ideal tool for students to research and record information about the schools in which they may be interested. Postsecondary school characteristics students should consider include:

Location

In state or out of state; proximity to home and travel expenses necessary to visit home. Students with questions about their state residency may want to review information on the Missouri Department of Higher Education’s website at <http://www.dhe.mo.gov/policies/student-residency.php>.

Size

Would the student be interested in the experience of a large university? Or would the student benefit from a smaller

school where it might be easier to develop connections with teachers and school staff? Information about a school’s enrollment as well as its student-to-faculty ratio should be available on its website.

Available majors and programs and admissions selectivity

Is the student interested in obtaining an associate or bachelor’s degree? For students who want to obtain a bachelor’s degree, a community college may still be the place to begin. Consideration should be made according to transferability of credits and courses as well as cost. Students qualifying for A+ scholarships may or may not find the community college route to be the least expensive. Work with both two- and four-year schools to help students find the best fit for their future. Help students understand the college transfer process for continuing their education beyond an associate degree. Transferability of credits can be researched using the Missouri Department of Higher Education’s transfer course library (<http://dhe.mo.gov/CoreTransfer.php>). The department offers an online college, degree and program search tool (<http://collegesearch.mo.gov/>) that can be helpful in determining the types of programs Missouri schools offer. Additional information about school type, admissions selectivity and other factors can be found at <http://www.dhe.mo.gov/ppc/exploringmyoptions.php>.

Services for first-generation students or at-risk populations

Students should be aware of campus offerings such as summer bridge programs, tutoring services, availability of emergency funds for needy students, multi-cultural student clubs and organizations, on-campus health services, and dormitories that are open during the holidays.

Total cost, net price and other data

Net price is the difference between the “sticker” price (full cost) to attend college, minus any grants and scholarships. By federal law, each institution is required to provide a



version of the Net Price Calculator on its website. To find out the “net price” for a specific college or university, check out www.collegecost.ed.gov/netpricecenter.aspx. Schools will also typically provide information such as their first-to-second year retention rates, the numbers and percentages of students enrolled by various demographic categories, graduation rates, average student loan debt of its graduates, and more. The U.S. Department of Education’s College Affordability and Transparency Center provides a College Scorecard to help students and families better understand the affordability and outcomes associated with particular postsecondary schools. For more information, visit www.collegecost.ed.gov/scorecard.

Admission fees

Most colleges require an application fee when a student submits an application to their school. Many colleges will require a credit card, pre-paid credit card, debit card or electronic check information in order to submit an application online. Students who are unable to provide payment information during Apply Missouri, can save an application and submit it later when they can provide a payment method.

To help students prepare for the online admissions process, use the list of Missouri’s two- and four-year schools, which includes their current application fees.

College application fee waivers

Applying for college can be expensive for any student. Some postsecondary institutions do not charge admissions fees (see the list of Missouri’s two- and four-year schools and their fees). Application fees may prohibit some families, especially those with a financial burden or hardship, from applying to college. It is important to let students and parents know that they may be eligible for waivers of these fees.

There are three types of fee waivers typically accepted by colleges and universities, but it is important to note that not all colleges and universities will accept fee waivers. For further information about fee waivers, students should speak directly with their high school counselor to determine which colleges will accept fee waivers.

1. National Association for College Admission Counseling (NACAC).

The NACAC Request for Admission Application Fee Waiver Form is for traditional high school students who meet NACAC’s requirements. Students should use this form to apply to the schools they are most interested in attending (up to four schools). Not all schools will accept the NACAC fee waiver form.

2. ACT.

Many colleges and universities will consider waiving or deferring the admission application fee for students who have been granted an ACT Fee Waiver. To facilitate consideration of such requests, ACT has provided a request form in the 2015–16 ACT Test User Handbook for Educators (page 39) for high school counselors to photocopy and complete for students. Individual institutions are not obligated to waive or defer their admission application fees for any specific applicants.

3. College Board.

The College Board fee waivers cover more than just SAT testing fees. Students who are eligible for fee waivers also can receive up to four Requests for Waiver of College Application Fee forms free or at a reduced price.

The “student admissions application” worksheet includes spaces to record the appropriate information for fees and waivers.

U.S. Department of Education school code lists

School codes are issued by the U.S. Department of Education at the time the school is approved to participate in any of the federal financial aid programs, such as the Pell Grant or student loans. The school code is useful at the time of applying for admissions and is required when the student submits the Free Application for Federal Student Aid (FAFSA) after October 1. Federal school codes can be found at <http://ifap.ed.gov/ifap/fedSchoolCodeList.jsp>.



Communicating with parents

To make sure seniors are fully prepared to submit admissions applications during your Apply Missouri activities, it is important to communicate with their parents. In some cases, students may need to obtain a parent's credit card to pay any required admissions fees. It is important that parents are aware of the activities you are planning and have an opportunity to provide support and encouragement. For some activities, it may be appropriate to invite parents to participate along with their student. Additionally, parents may be helpful to students in reviewing potential colleges and determining what schools are a good fit based on individual circumstances and preferences. A sample letter to students and their families is available on page 23.



College fit worksheet

 **Print your own:** <http://dhe.mo.gov/ppc/documents/ApplyMissouriCollegeFitWorksheet.pdf>

	School 1	School 2	School 3	School 4
School name:				
School code: For use on the FAFSA				
Driving distance from home:				
Missouri school or out of state?				
Annual number of students enrolled:				
Cost per credit hour:				
School scholarships and institutional aid?				
Degrees offered? (e.g., bachelor's, associate)				
Programs and majors I am interested in:				
Does the school offer any of the following services?				
Free tutoring services?				
Summer orientation or college preparation programs?				
Emergency funds?				
On-campus health services?				
Housing during holidays?				
Multi-cultural student clubs?				
Other:				
Other:				
Application, financial aid, and housing tracking information				
Deadline for application:				
Cost to apply:				
Deposit amount:				
Deposit due date:				
SAT or ACT required?				
Essay or personal statement required to apply?				
Recommendation letter required?				
Date applied:				
Date accepted:				
Date housing secured:				
Date FAFSA submitted:				
Deadline for scholarship or institutional financial assistance:				



Student admissions application worksheet

 **Print your own:** <http://dhe.mo.gov/ppc/documents/ApplyMissouriStudentAdmissionsWorksheet.pdf>

Full legal name:	Social Security number:
Citizenship status: (If not a citizen, record USCIS number)	
State residency information:	Residency is determined by the Missouri public institution to which the student is applying. Student residency requirements are covered in Missouri's code of State Regulations at http://www.sos.mo.gov/adrules/csr/current/6csr/6csr.asp Resident status factors may include: <ul style="list-style-type: none">• Residing in the state for more than 12 months with the intent to make Missouri a permanent home• Military service• Automobile registration• Income or property taxes• Etc.
ACT test information Date of exam: Scores:	SAT test information Date of exam: Scores:
GPA:	Class rank:
Method of handling admission fees: <input type="checkbox"/> Fee waivers requested and approved? <input type="checkbox"/> Credit card: _____ Exp date: _____ CVV: _____ <input type="checkbox"/> Applying to schools that do not charge admissions application fees	
Application essay: <input type="checkbox"/> Essay complete? <input type="checkbox"/> Does it promote you? <input type="checkbox"/> Is it well written?	
Extracurricular activities:	Work experience:
Reference 1: teacher, coach, counselor, employer, etc.	Reference 2: teacher, coach, counselor, employer, etc.



Missouri's two- and four-year public postsecondary schools*

	Public institution	School code	Application fee	Address	Phone number	City
Two years or less	Applied Technology Services	030686	\$0	12721 W. Watson Road	314-989-7583	Sunset Hills
	Cape Girardeau Career & Technology Center	005532	Varies by program	1080 S. Silver Springs Road	573-334-0826 X 6510 or X 6515	Cape Girardeau
	Carthage R-9 School District–Carthage Technical Center	041522	Varies by program	609 River St.	417-359-7095	Carthage
	Cass Career Center	016354	\$0	1600 E. Elm St.	816-380-3253	Harrisonville
	Clinton Technical School	024975	\$0	602 S. 5th St.	660-885-6101	Clinton
	Columbia Area Career Center	022892	Varies by program	4203 S. Providence Road	573-214-3803	Columbia
	Crowder College	002459	\$25	601 Laclede	417-451-3223	Neosho
	Dallas County Technical Center	030728	\$0	33 Vo-Tech Road	417-752-3491	Louisburg
	East Central College	008862	\$0	1964 Prairie Dell Road	636-584-6588	Union
	Four Rivers Career Center	020561	Varies by program	1978 Image Drive	636-231-2100 X 2923	Washington
	Franklin Technology Center–MSSU	013568	\$50	3950 E. Newman Road	417-659-4400	Joplin
	Grand River Technical School	005531	Varies by program	1200 Fair St.	660-646-3414	Chillicothe
	Herndon Career Center	031743	\$50	11501 E. 350 Hwy.	816-268-7140	Raytown
	Hillyard Technical Center	015801	\$83	3434 Faraon St.	816-671-4170	St. Joseph
	Jefferson College	002468	\$25	1000 Viking Drive	636-797-3000	Hillsboro
	Kirkville Area Technical Center	014698	\$40	1103 S. Cottage Grove	660-665-2865	Kirkville
	Lake Career and Technical Center	015986	\$20	269 Dare Blvd.	573-346-9260	Camdenton
	Lex La-Ray Technical Center	014971	\$25	2323 High School Drive	660-259-2688 X 2002	Lexington
	Metropolitan Community College–Kansas City	002484	\$0	3200 Broadway	816-604-1000	Kansas City
	Mineral Area College	002486	\$15	P.O. Box 1000	573-518-2133	Park Hills
	Missouri State University–West Plains	031060	\$15	128 Garfield	417-255-7955	West Plains
	Moberly Area Community College	002491	\$0	101 College Ave.	660-263-4100	Moberly
	Nevada Regional Technical Center	014134	\$65	900 W. Ashland	417-448-2090	Nevada
	North Central Missouri College	002514	\$20	1301 Main St.	660-359-3948	Trenton
	Northland Career Center	015451	\$150	1801 Branch St.	816-858-5505	Platte City
	Northwest Technical School	015450	\$50	1515 S. Munn	660-562-3022	Maryville
	Ozarks Technical Community College	030830	\$0	1001 E. Chestnut Expressway	417-477-7500	Springfield
	Pike–Lincoln Technical Center	013785	Varies by program	342 VoTech Road	573-485-2900	Eolia
	Poplar Bluff Technical Career Center	013683	\$25	3203 Oak Grove Road	573-785-2248	Poplar Bluff
	Rolla Technical Institute	005429	\$50	1304 E. 10 th St.	573-458-0160	Rolla
	Saint Louis Community College	002469	\$0	300 S. Broadway	314-539-5000	St. Louis
	Saline County Career Center	015639	\$25	900 W. Vest	660-886-6958	Marshall
	Sikeston Career and Technology Center	013243	Varies by program	200 Pine St.	573-471-5442	Sikeston
	South Central Career Center	005424	Varies by program	407 W. Thornburgh	417-256-6152	West Plains
	St. Charles Community College	017027	\$10	4601 Mid Rivers Mall Drive	636-922-8270	Cottleville
	State Fair Community College	007628	\$0	3201 W. 16 th St.	660-530-5834	Sedalia
	State Technical College of Missouri	004711	\$0	One Technology Drive	573-897-5026	Linn
	Three Rivers Community College	004713	\$0	2080 Three Rivers Blvd.	573-840-8606	Poplar Bluff
	Warrensburg Area Career Center	014434	Varies by program	205 S. Ridge View Drive	660-747-2283	Warrensburg
	Waynesville Career Center	014833	\$100	400 G.W. Lane	573-842-2500	Waynesville
Four years	Harris-Stowe State University	002466	\$20	3026 Laclede Ave.	314-340-3366	St. Louis
	Lincoln University	002479	\$0	820 Chestnut St.	573-681-5000	Jefferson City
	Missouri Southern State University	002488	\$25	3950 E. Newman Road	866-818-6778	Joplin
	Missouri State University–Springfield	002503	\$35	901 S. National	417-836-5517	Springfield
	Missouri University of Science and Technology	002517	\$0	1201 N. State St.	573-341-4111	Rolla
	Missouri Western State University	002490	\$0	4525 Downs Drive	816-271-4200	St. Joseph
	Northwest Missouri State University	002496	\$0	800 University Ave.	660-562-1212	Maryville
	Southeast Missouri State University	002501	\$30	One University Plaza	573-651-2590	Cape Girardeau
	Truman Medical Center School of Nurse Anesthesia	005445	\$100	2301 Holmes St.	816-404-1100	Kansas City
	Truman State University	002495	\$0	100 E. Normal	660-785-4114	Kirkville
	University of Central Missouri	002454	\$30	1400 Ward Edwards Bldg.	660-543-4290	Warrensburg
	University of Missouri–Columbia	002516	\$50	11 Jesse Hall	573-882-7786	Columbia
	University of Missouri–Kansas City	002518	\$35	5100 Rockhill Road	816-235-1111	Kansas City
	University of Missouri–St. Louis	002519	\$35	One University Blvd.	314-516-5000	St. Louis

*As of July 1, 2016



Missouri's two- and four-year private postsecondary schools*

	Private institution	School code	Application fee	Address	Phone number	City
Two years or less	Southeast Missouri Hospital College of Nursing and Health Sciences	030709	\$100	2001 William St.	573-334-6825	Cape Girardeau
	Texas County Technical Institute	035793	\$50	6915 S. Highway 63	417-967-5466	Houston
	Victory Trade School	041303	\$0	1715 N. Boonville Ave.	417-864-2222	Springfield
	Wentworth Military Academy and Junior College	002522	\$0	1880 Washington Ave.	800-962-7682	Lexington
Four years	A.T. Still University of Health Sciences	G02477	Varies by program	800 W. Jefferson	660-626-2121	Kirksville
	Aquinas Institute of Theology	G01632	Varies by program	23 S. Spring Ave.	314-256-8800	St. Louis
	Assemblies of God Theological Seminary	G12120	\$75	1435 N. Glenstone Ave.	417-268-1000	Springfield
	Avila University	002449	\$0	11901 Wornall Road	816-501-2400	Kansas City
	Baptist Bible College	013208	\$0	628 E. Kearney	417-268-6000	Springfield
	Barnes Jewish College Goldfarb School of Nursing	006389	\$50	4483 Duncan Ave.	314-454-7055	St. Louis
	Calvary Bible College and Theological Seminary	002450	\$0	15800 Calvary Road	816-322-0110	Kansas City
	Central Christian College of the Bible	014619	\$50	911 E. Urbandale Drive	660-263-3900	Moberly
	Central Methodist University	002453	\$0	411 Central Methodist Square	660-248-6374	Fayette
	City Vision College	041191	\$0	3101 Troost Ave., Suite 200	816-960-2008	Kansas City
	College of the Ozarks	002500	\$0	1 Industrial Place	417-690-2636	Point Lookout
	Columbia College	002456	\$35	1001 Rogers St.	573-875-8700	Columbia
	Conception Seminary College	002467	\$0	37174 State Hwy. VV	660-9443105	Conception
	Concordia Seminary	G02457	\$50	801 Seminary Place	314-505-7000	St. Louis
	Cottey College	002458	\$20	1000 W. Austin	417-667-8181	Nevada
	Covenant Theological Seminary	G04707	\$50	12330 Conway Rd.	314-434-4044	St. Louis
	Cox College	013877	\$50	1423 N. Jefferson	417-269-3401	Springfield
	Culver-Stockton College	002460	\$0	One College Hill	573-288-6000	Canton
	Drury University	002461	\$0	900 N. Benton	417-873-7205	Springfield
	Eden Theological Seminary	G02462	\$40	475 E. Lockwood Ave.	314-918-2501	St. Louis
	Evangel University	002463	\$25	1111 N. Glenstone	417-865-2815	Springfield
	Fontbonne University	002464	\$0	6800 Wydown Blvd.	314-899-1400	St. Louis
	Graceland University	186601	\$0	1401 W. Truman Rd.	800-833-0524	Independence
	Hannibal-Lagrange University	009089	\$25	2800 Palmyra Rd.	573-629-3264	Hannibal
	Kansas City Art Institute	002473	\$45	4415 Warwick Blvd.	816-802-3560	Kansas City
	Kansas City University of Medicine and Biosciences	G02474	Varies by program	1750 Independence Blvd.	816-654-7000	Kansas City
	Kenrick Glennon Seminary	002476	\$0	5200 Glennon Drive	314-792-6100	St. Louis
	Lester E. Cox Medical Center School of Medical Technology	N/A	\$0	1423 N. Jefferson	417-269-3000	Springfield
	Lindenwood University	002480	\$30	209 S. Kingshighway	636-949-4949	St. Charles
	Logan University	004703	Varies by program	1851 Schoettler Rd., P.O. Box 1065	636-227-2100	Chesterfield
	Maryville University of St. Louis	002482	\$0	650 Maryville University Drive	314-529-9300	St. Louis
	Midwestern Baptist Theological Seminary	002485	\$25	5001 N. Oak St.	816-414-3700	Kansas City
	Missouri Baptist University	007540	\$0	One College Park Drive	314-434-1115	St. Louis
	Missouri Valley College	002489	Varies by program	500 E. College	660-831-4100	Marshall
	Nazarene Theological Seminary	G02494	\$50	1700 E. Meyer Blvd.	816-268-5400	Kansas City
	Ozark Christian College	015569	\$30	11111 N. Main	417-626-1234	Joplin
	Park University	002498	\$25	8700 NW River Park Drive	816-741-2000	Parkville
	Ranken Technical College	012500	\$95	4431 Finney	314-286-4809	St. Louis
	Rockhurst University	002499	\$0	1100 Rockhurst Road	816-501-4000	Kansas City
	Saint Louis Christian College	012580	\$0	1360 Grandview Drive	314-837-6777	Florissant
	Saint Louis University	002506	\$25	1 No. Grand Blvd.	314-977-2500	St. Louis
	Saint Luke's College of Health Sciences	009782	\$35	624 Westport Rd.	816-936-8700	Kansas City
	Southwest Baptist University	002502	\$0	1600 University Ave.	417-328-5281	Bolivar
	St. Louis College of Pharmacy	002504	\$55	4588 Parkview Place	636-922-8270	St. Louis
	Stephens College	002512	\$0	1200 E. Broadway	573-876-7207	Columbia
	Urshan Graduate School of Theology	G41461	\$25	704 Howdershell Road	314-921-9290	Florissant
	Washington University in St. Louis	002520	\$75	1 Brookings Drive	314-935-6000	St. Louis
	Webster University	002521	\$35	470 E. Lockwood	314-246-7800	St. Louis
	Westminster College	002523	\$0	501 Westminster Ave.	573-592-5000	Fulton
	William Jewell College	002524	\$0	500 College St.	816-781-7700	Liberty
	William Woods University	002525	\$0	One University Ave.	573-642-2251	Fulton

*As of July 1, 2016



Recruiting and managing volunteers

Site coordinator checklist

- ☐ Seek volunteers from among your school's staff as well as admissions or academic advising staff from any local postsecondary institutions.
- ☐ Seek volunteers from among student leadership.
- ☐ Notify volunteers if school policy requires background checks.
- ☐ Communicate with your volunteers early and often. Be sure your volunteers know well in advance their assignments and event(s) schedule.
- ☐ Communicate any training opportunities to your volunteers. The Missouri Department of Higher Education will communicate training opportunities to site coordinators; however, the MDHE does not coordinate volunteers for Apply Missouri events.

Recruiting volunteers

It is recommended you have one volunteer for every four to five computer stations during the designated time(s) for completing and submitting admissions applications.

Consider using seniors who have already completed college admissions applications to volunteer to help their peers who have not yet gone through the college admissions process. Additionally, student ambassadors from any grade level can help distribute materials, decorate the school, and promote Apply Missouri activities — especially by working with local media as well as liking and sharing Apply Missouri Facebook posts or by re-tweeting Twitter messages. Identify students from each grade who would like to bring some ideas of their own. Ask students from each grade level to share and implement ideas and post and distribute materials.

Community groups that may be helpful as volunteers include:

- PTA/PTO members
- Retired persons with teaching, counseling or postsecondary administration experience
- Boys and Girls Clubs
- Staff from any local postsecondary institutions, such as admissions counselors or academic advisors
- Local elected officials, such as school board or city council members
- Local business leaders and extension services
- Staff at college access organizations or with non-profit social services groups
- Parents
- School alumni

As you recruit volunteers, be sure everyone involved with Apply Missouri activities understands the program is NOT a recruitment opportunity for individual colleges and postsecondary institutions. Volunteers from local colleges and universities are welcome, but they do need to be aware they may be helping students apply to any of the thousands of postsecondary schools nationwide. Additionally, volunteers may wear a specific college's T-shirt, such as one from their alma mater, but they should refrain from promoting that school.

Many school districts require background checks before a person may participate in a school day event. You may need to distribute your school's policy to potential external volunteers. You may also need to supply a list of volunteers to your school's administration.



Communicating with volunteers

You should contact volunteers regularly. Make sure each volunteer knows what his or her assignment is, when and where he or she should report, any specifics about parking or school procedures, what the appropriate or recommended attire is, and any contingency plans in case of inclement weather or an emergency.

Provide volunteers with information and links to help them prepare for your Apply Missouri event. For instance, you may want to provide samples of the student preparation materials you use, such as the “college fit” worksheet or “student admissions application” worksheet. You may also want to distribute the Apply Missouri FAQs.

After your Apply Missouri activities are over, be sure to thank your volunteers by sending them a certificate of appreciation and thank-you note. Samples can be found on pages 34–35.



Volunteer thank-you letter

 **Fill out and print on your letterhead:** <http://dhe.mo.gov/ppc/documents/ApplyMOVolunteerLetter.pdf>

SCHOOL NAME
SCHOOL ADDRESS

[DATE]

Dear [VOLUNTEER'S NAME]

On behalf of [NAME OF YOUR HIGH SCHOOL] I would like to personally thank you for volunteering your time at our Apply Missouri event. This event could not have been a success without your help and the help of many others who volunteered their time.

During Apply Missouri, [NUMBER OF SENIORS] of our seniors completed their admissions applications to attend college. Our seniors are one step closer to reaching their dreams of attending college.

[SUMMARIZE EVENTS OR INCLUDE ANY PRESS COVERAGE]

Once again [NAME OF YOUR HIGH SCHOOL] thanks you for your efforts and contribution of time at Apply Missouri! We hope to see you at more college access programs in the future.

Sincerely,

[YOUR NAME]
[YOUR TITLE]
[CONTACT INFORMATION]



Volunteer certificate of appreciation

▶ Fill out and print your own: <http://dhe.mo.gov/ppc/documents/ApplyMO.2016.CertofApprec.pdf>


Apply Missouri
MISSOURI DEPARTMENT OF HIGHER EDUCATION

Certificate of Appreciation

is awarded to _____

on _____

for service to _____'s Apply Missouri.

Presented by _____.



Data management

Site coordinator checklist

- ☐ Add a shortcut to computer lab desktops pointing to the Apply Missouri Student Survey at <https://surveys.mo.gov/index.php/738156>
- ☐ Maintain a list of postsecondary institutions to which your Apply Missouri participants submitted applications
 - Use the Admissions Application Lab Sign-in Sheet to gather student name, date of birth, time in, time out, number of applications submitted, and the schools to which applications were submitted (<http://dhe.mo.gov/ppc/documents/ApplyMO2016-17Sign-inTemplate.xlsx>)
- ☐ Complete the Apply Missouri Site Coordinator Survey online at <https://surveys.mo.gov/index.php/632592>

Missouri's 2016 Apply Missouri goals and benchmarks

During the first three years of the Apply Missouri program, participating high schools reported the following data:

	2015 Missouri	2014 Missouri	2013 Missouri pilot
Number participating high schools	91	55	26
Number of seniors	14,204	9,464	5,449
Number of seniors who applied	4,931	2,871	2,017
Number of applications	5,277	4,656	—

On a national level, 4,847 high schools participated in College Application activities in 2015. More than 354,000 seniors were served, with nearly 570,000 applications submitted.

Apply Missouri's goal for 2016 is for participating high schools to have at least 60 percent of their seniors submit at least one admissions application. The national American College Application Campaign also has a goal to have 1,000 more high schools participate in the fall of 2016. To help reach that goal, Missouri would like to see 100 additional high schools participate this fall.



Admissions application lab sign-in sheet template

The Missouri Department of Higher Education has created a sign-in sheet template (Excel file) that you may use to help keep track of students submitting admissions applications. When your Apply Missouri activities are finished, please send copies of completed sign-in sheets to the Missouri Department of Higher Education as follows:

- Electronic copies may be emailed to journeytocollege@dhe.mo.gov
- Paper copies may be mailed to:
Journey to College team
Missouri Department of Higher Education
P.O. Box 1469
Jefferson City, MO 65102-1469

The Missouri Department of Higher Education will use this information to calculate your Apply Missouri application submission rates and help evaluate the effectiveness of the Apply Missouri program overall.

Data for aggregated statistical purposes only

The Student Survey and the Admissions Application Sign-in Sheet template gather student names and dates of birth. This data is being gathered only for aggregated, general statistical purposes. No student personal data will be shared in any way. Missouri's goal is to match students participating in Apply Missouri against students completing the 2017–2018 FAFSA and later against national college enrollment databases. We are planning to analyze the percentage of students participating in Apply Missouri who go on to enroll in college, persist in college and ultimately complete a postsecondary credential.

Apply Missouri site coordinator survey

When your Apply Missouri activities are finished, the Missouri Department of Higher Education will email you to request that you complete the Apply Missouri site coordinator survey online. The site coordinator survey will ask you for final numbers of participating seniors and applications submitted. It also will gather feedback to help improve the Apply Missouri program going forward.



Promotional materials

This section contains:

- ☐ Apply Missouri screen saver
- ☐ Apply Missouri color flier
- ☐ Apply Missouri black-and-white flier
- ☐ Journey to College 3-step poster
- ☐ Journey to College 3-step leaflet
- ☐ Journey to College 3-step banner



Apply Missouri screen saver

 **Download your own:** <http://dhe.mo.gov/ppc/images/ApplyMOScreensaver2016.jpg>



Apply Missouri color flier

 **Print your own:** <http://dhe.mo.gov/ppc/documents/ApplyMOCOLORFlyer2016.pdf>

Journey College

Apply Missouri

MISSOURI DEPARTMENT OF HIGHER EDUCATION



Take the first big step toward college!

***Get one-on-one help applying to college
during Apply Missouri 2016.***

See your high school guidance counselor for details.

facebook.com/journeystocollge • twitter.com/Journey2college
dhe.mo.gov/ppc/students/applymissouriforstudents.php



Apply Missouri

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Apply Missouri black-and-white flier

 **Print your own:** <http://dhe.mo.gov/ppc/documents/ApplyMOBWFlyer2016.pdf>

Journey College

Apply Missouri

MISSOURI DEPARTMENT OF HIGHER EDUCATION



Take the first big step toward college!

***Get one-on-one help applying to college
during Apply Missouri 2016.***

See your high school guidance counselor for details.

facebook.com/journeystocollge • twitter.com/Journey2college
dhe.mo.gov/ppc/students/applymissouriforstudents.php



Apply Missouri

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Journey to College 3-step poster

All three programs, including Apply Missouri, highlighted on one side and FAFSA Frenzy only on the reverse

 **Order your own:** <https://web.dhe.mo.gov/dhe/forms/publications/puborderform1.faces>

Journey College

MISSOURI DEPARTMENT OF HIGHER EDUCATION

Apply

The best time to apply to college is the fall of your senior year. Apply Missouri can help you learn more about higher education options and submit college applications. Finding the best fit for you will help you succeed in completing a degree or certificate.

Journey  College

Apply Missouri

Fund

Many students receive financial aid to help fund their education. The Free Application for Federal Student Aid (FAFSA) is required for most federal, state and college financial aid. FAFSA Frenzy provides free one-on-one assistance to help you complete the application.

Journey  College

FAFSA Frenzy

Decide

It is important to finalize and follow through on your plans for the future. Celebrate your decision to continue your education or enter the military during Decision Day. If you haven't made plans yet, now is the time!

Journey  College

Decision Day

MDHE
Missouri Department of Higher Education
*Building Missouri's future
by degree*



LEARN MORE: Follow @Journey2College on Twitter and Facebook (JourneytoCollege) for college planning and financial aid information.
dhe.mo.gov • info@dhe.mo.gov

Apply Missouri

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Journey to College 3-step leaflet

Features all three Journey to College Programs: Apply Missouri, FAFSA Frenzy, and Decision Day

 **Order your own:** <https://web.dhe.mo.gov/dhe/forms/publications/puborderform1.faces>

Journey College

MISSOURI DEPARTMENT OF HIGHER EDUCATION

Realize your potential.

Three steps can put you on a path toward earning a college degree or certificate.

STEP 1

Apply

The best time to apply to college is the fall of your senior year. Think about the kind of degree you want to earn and the type of school you need to attend.

Apply Missouri

Many high schools host Apply Missouri events in September and October to provide time during the school day to submit applications to colleges you are interested in attending.

Things to bring:

- A completed Student Admissions Application Worksheet.
- A USB drive with essays or personal statements you have written.
- Credit card information to pay college application fees (or request a fee waiver from your school counselor).

For more information, including the Application Worksheet, visit dhe.mo.gov/ppc/students/applymissouriforstudents.php.

STEP 2

Fund

College costs can vary depending on the school you attend and the type of degree you are seeking. Many students receive financial aid to help fund their education.



Be sure to fill out the FAFSA — the Free Application for Federal Student Aid. The FAFSA is required for most federal, state and college financial aid, including grants, scholarships, work-study and student loans.

More 

Seeking out other scholarships and part-time job opportunities also can help with college costs.

FAFSA Frenzy

You can receive free help filling out the FAFSA at a FAFSA Frenzy event near you. Events are held at high schools, colleges and other locations in Missouri October through January.

Things to bring:

- Social Security Number or alien registration number or permanent resident card.
- Student and parent federal income tax forms and W-2 forms from the prior year (2015 information for the 2017–18 FAFSA). Students classified as independent do not need parent information (see StudentAid.gov/dependency).
- Current bank statements and investment records.
- FSAID — students and parents should get their FSAID at FSAID.ed.gov before attending a FAFSA Frenzy event.

For more information about filling out the FAFSA, visit dhe.mo.gov/ppc/fafsafrenzyforstudents.php.

STEP 3

Decide

Choosing a college that is the best fit for you will help you succeed in earning a degree. Once you have been admitted, you are ready to enroll in classes, finalize funding, and arrange for housing and transportation.

Be sure to meet all deadlines set by your college so you are ready to go when the semester begins.

Decision Day

Many high schools throughout Missouri host Decision Day events on or near May 1 to celebrate seniors' plans for higher education or military service.

If you have not applied to college by the end of your senior year, it is not too late. Talk with your high school counselor about opportunities that are still available.

For more information about finalizing your college decisions, visit dhe.mo.gov/ppc/students/decisiondayforstudents.php.

MOHE
Missouri Department of Higher Education
Building Missouri's future... by degree

LEARN MORE

Find more information about planning and paying for college at dhe.mo.gov/ppc/studentsparents.php.

Follow @Journey2College on Twitter and Facebook (JourneytoCollege) for college planning and student financial aid information. dhe.mo.gov • info@dhe.mo.gov



Apply Missouri

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Journey to College 3-step banner

 **Order your own:** <https://web.dhe.mo.gov/dhe/forms/publications/puborderform1.faces>



The banner is divided into three vertical sections by dashed lines. The first section is green and features the word 'Apply' in large green letters, followed by the 'Journey College' logo and a green button labeled 'Apply Missouri'. The second section is orange and features the word 'Fund' in large orange letters, followed by the 'Journey College' logo and an orange button labeled 'FAFSA Frenzy'. The third section is purple and features the word 'Decide' in large purple letters, followed by the 'Journey College' logo and a purple button labeled 'Decision Day'. Below these sections is a blue band with a silhouette of a crowd of graduates with their arms raised. The text 'Get help navigating your journey to college! See your counselor for details.' is written in white. At the bottom left is the MOHE logo with the tagline 'Building Missouri's future. One degree at a time.' At the bottom right are the social media links 'facebook.com/journeytocollege • twitter.com/Journey2College' and a QR code.

Apply
Journey College
Apply Missouri

Fund
Journey College
FAFSA Frenzy

Decide
Journey College
Decision Day

Get help navigating your journey to college!
See your counselor for details.

MOHE
Missouri Department of Higher Education
Building Missouri's future. One degree at a time.

facebook.com/journeytocollege • twitter.com/Journey2College 





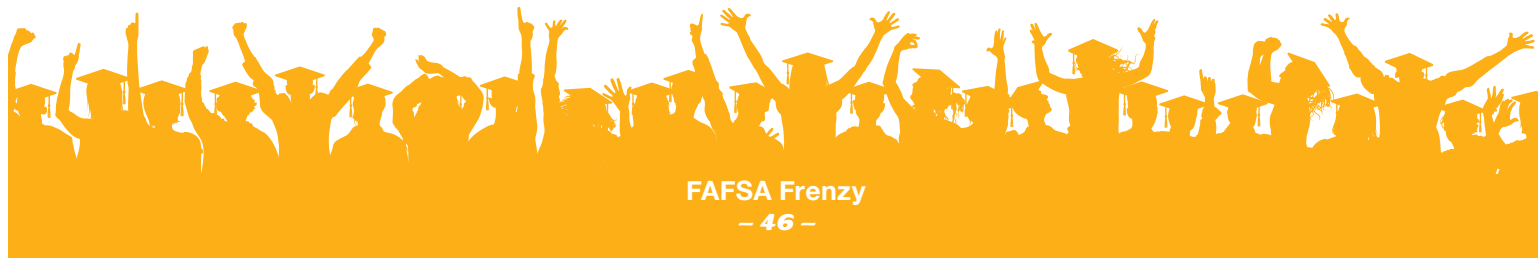
FAFSA Frenzy

MISSOURI DEPARTMENT OF HIGHER EDUCATION



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Helping Missouri students apply for financial aid

Thinking about how to pay for college can be overwhelming, especially for low-income students, students who would be the first in their family to attend college and others who are underrepresented in higher education.

Helping students navigate the financial aid process can help them get to college and complete a degree.

FAFSA Frenzy is designed to help students secure financial aid. Community organizations, high schools and colleges in Missouri are invited to participate in the program.

.....

The purpose of FAFSA Frenzy is to help students complete the Free Application for Federal Student Aid. The FAFSA is the primary form used by federal, state and institutional financial assistance programs in determining a student's eligibility for grants, scholarships, work-study and loans.

The 2017–18 FAFSA is scheduled to be available Oct. 1, 2016. Participating schools and organizations can plan events any time during October, November, December and January. The statewide event date will be Sunday, Nov. 13, 2016.

Participating schools are asked to:

- Register to host an event
- Provide a computer lab for participants to complete the FAFSA
- Recruit and manage volunteers in your area to ensure adequate staffing for your event
- Return completed sign-in sheets, surveys and scholarship drawing forms within three days following your event to the Missouri Department of Higher Education.

FAFSA Frenzy helps thousands of students complete the FAFSA each year. The program is in its fourteenth year, and has helped nearly 16,000 students complete the FAFSA.

FAFSA Frenzy is a part of the national College Goal Sunday program and is offered in Missouri through partnerships between the Missouri Department of Higher Education, the Missouri Association of Student Financial Aid Personnel, the Missouri Higher Education Loan Authority, and the National College Access Network.



Planning your FAFSA Frenzy event

Site coordinator checklist

- ☐ Utilize your planning team to encourage teachers, staff and the community to get involved.
- ☐ Ensure adequate number of volunteers for your event.
- ☐ Add event to school calendar.
- ☐ Reserve any needed facility space.
- ☐ Develop a schedule for your event using examples on page 52–53.
- ☐ Understand inclement weather procedures on page 49.
- ☐ Make sure space reserved for the site is appropriately arranged with tables and chairs.
- ☐ Address any building issues with security or janitorial staff.
- ☐ Make sure at least one of the entrances to your event is handicap accessible.
- ☐ If you decide to conduct a formal presentation, discuss with your presenter the presentation that will be used. You may use the video provided by the Missouri Department of Higher Education to help guide students and their parents on what to expect before, during and after the application process.

Event day checklist

Set-up

- ☐ Print sign-in sheets (page 50), directional signs (page 81), student surveys, and scholarship drawing forms (page 51).
- ☐ Arrive at the site at least one hour before your event is scheduled to begin. If you plan to train your volunteers the day of your event, give yourself extra time before your volunteers arrive.
- ☐ Have appropriate supplies on hand, such as volunteer buttons and nametags, pens, and copies of the FAFSA paper version.
- ☐ Put up directional signs and banners. This may include signs for inside and/or outside your location.
- ☐ Make sure all appropriate lights are on and doors are unlocked. (Don't forget about the restrooms.)
- ☐ If applicable, make sure a projector, computer and sound system are connected and working.
- ☐ Set up registration tables, complete with sign-in sheets, student surveys and scholarship drawing forms.
- ☐ Turn on and connect all computers to the Internet, ensuring the <https://fafsa.gov> website is loaded on each computer. Open the FSA ID website and ask attendees to complete this before proceeding with the FAFSA, if they have not already done so.
- ☐ Have at least one volunteer at the registration table during the entire event.
- ☐ Have crayons and coloring books, puzzles, etc., for younger children who may be in attendance.



Helping with the FAFSA

- ☐ Make sure you have work space available for any family who would like to complete a paper FAFSA, which can be printed at <https://fafsa.gov/options.htm>.
- ☐ Answer any questions attendees may have.
- ☐ Call the toll-free support line, 866-472-4710, on the main event date to speak with a Missouri financial aid officer if any questions come up beyond the knowledge or experience of your volunteers.
- ☐ Remind students to complete the student survey and scholarship drawing forms. Be sure to collect the forms from attendees before they leave your event.
- ☐ Thank students and parents for attending FAFSA Frenzy and remind them about what to expect next. Students should receive their Student Aid Report or SAR within a few days and may start receiving award letters or verification documents within a few weeks or months. Missouri postsecondary institutions have indicated plans to issue award letters for the 2017–18 academic year for most students between December 2016 and June 2017.
- ☐ View the online resource “Completing the FAFSA” at <https://studentaid.ed.gov/sa/sites/default/files/2016-17-completing-fafsa.pdf> for additional help.

Event wrap-up

- ☐ Thank building administrators for providing the space to host your FAFSA Frenzy event.
- ☐ Complete the FAFSA Frenzy site coordinator survey.
- ☐ Mail completed sign-in sheets and scholarship drawing forms the day after your event to: Journey to College Team, Missouri Department of Higher Education, P.O. Box 1469, Jefferson City, MO 65102-1469.
- ☐ Send certificates of appreciation and/or thank-you letters (pages 70–71) to volunteers, businesses and organizations that supported your local event.

Additional resources

For additional day-of assistance, use the resources below to help you and your FAFSA Frenzy volunteers when difficult questions arise.

FAFSA on the web — live help

fafsa.gov

U.S. Department of Education

800-4-FED-AID or 800-433-3243 (toll-free)

U.S. Department of Education TTY users

800-730-8913

MOHELA sponsored toll-free number

866-472-4710 (This number will be staffed by experienced financial aid officers on Sunday, November 13, 2016, from 2 p.m. to 4 p.m.)

Inclement weather procedure

For any FAFSA Frenzy events scheduled for winter months, inclement weather may force you to cancel or postpone your event.

If inclement weather occurs in your area the day of your FAFSA Frenzy event, you will be responsible for notifying the Missouri Department of Higher Education and local media outlets of your event change. The Missouri Department of Higher Education will make every effort to update its website with your rescheduled event date. You also will need to contact your volunteers to make sure they know the event will take place on an inclement weather date. Volunteers should have provided their “day-of” telephone number on the FAFSA Frenzy volunteer registration.



[illegible]

Scholarship drawing form (four to a page)

 **Print your own:** <http://dhe.mo.gov/ppc/documents/FAFSAFrenzyScholarshipDrawingForm2017.pdf>



FAFSA Frenzy

Scholarship Drawing

Journey to College is a program of the Missouri Department of Higher Education.
FAFSA Frenzy is a program of College Goal SundaySM. All fields are required.

Will you be attending a Missouri postsecondary program in fall 2017?

☐ Yes ☐ No ☐ Not sure

FAFSA Frenzy location: _____ Date: _____

Student name: _____

Address: _____

City: _____ Zip: _____

Phone: _____ Student date of birth: _____

Email: _____



Event day schedules

There are numerous ways you can structure a FAFSA Frenzy event. Some locations will have multiple rooms available, others may only have the computer lab. Some locations will use the Missouri Department of Higher Education's instructional video, while others may choose to do their own presentations.

No matter what schedule you decide is right for your event, be sure to keep these factors in mind:

- The anticipated number of FAFSA filers
- The number of computers and rooms available for use
- The number of volunteers and their financial aid expertise

See the provided sample schedules to help you structure your event, based on multiple or single presenters. Feel free to modify the sample schedule or create your own to meet your site's needs.

Sample schedule: multiple presenters

When working with multiple presenters, consider the following sample schedule. The start time will depend on how big your location is and how much set up will be involved.

12 p.m.

Site coordinator(s) arrive, place signage both indoors and out; turn on hallway, classroom, and computer lab and restroom lights. Set up tables and any required technical equipment.

1 p.m.

Volunteers arrive and training begins. Go over roles and assignments and show volunteers the presentation FAFSA filers will view during the event.

1:30 p.m.

Volunteers should report to their designated stations. Computers should be turned on with the browser open to either <https://fafsa.gov> and <https://fsaid.ed.gov/npas/index.htm>. Note: families may start arriving 20–30 minutes early.

2 p.m.–3:30 p.m.

FAFSA Frenzy begins! Presentations will be given every 15 minutes in three different rooms. Presentations should be no more than 20 minutes to ensure families are guided to completing the FAFSA as quickly as possible. Have your presenters remind families to hold their family-specific questions for those helping in the computer lab.

2 p.m. — Presenter 1

2:15 p.m. — Presenter 2

2:30 p.m. — Presenter 3

2:45 p.m. — Presenter 1

3 p.m. — Presenter 2

3:15 p.m. — Presenter 3

3:30 p.m. — Presenter 1

If your presentations will be less than 20 minutes, you could use only two presenters, still beginning every 15 minutes. If you plan to use the Missouri Department of Higher Education's instructional video without adding more instruction, you may not need three presenters.

After each presentation, presenters will direct families to the computer lab where volunteers will be waiting to provide assistance. Volunteers should ask students and their parents to create an FSA ID before beginning the FAFSA.

When families submit their applications, be sure to remind them of these next steps:

- Keep their FSA ID confidential
- Review their Student Aid Report and make corrections as needed
- Go back and make updates, possibly using the IRS Data Retrieval Tool, if they used estimated tax information



Sample schedule: multiple presenters cont.

4 p.m.

Help remaining families finish their FAFSA. Turn off computers, put away technical equipment and tidy up rooms. Take down signage and gather sign-in sheets and scholarship forms.

4:15 p.m.

Do one last check of each room used before turning off the lights and locking the doors. Prepare your forms to be sent to the Missouri Department of Higher Education and celebrate a successful event!

Sample schedule: single presenter

When working with a single presenter, consider the following sample schedule. The start time will depend on how big your location is, and how much set up will be involved.

Noon

Site coordinator(s) arrive, place signage both indoors and out; turn on hallway, classroom, and computer lab and restroom lights. Set up tables and any required technical equipment.

1 p.m.

Volunteers arrive and training begins. Go over roles and assignments and show volunteers the presentation FAFSA filers will view during the event.

1:30 p.m.

Volunteers should report to their designated stations. Computers should be turned on with the following websites pulled up: <https://fafsa.gov> and <https://fsaid.ed.gov/npas/index.htm>. Note: families may start arriving 20–30 minutes early.

2 p.m.–3:30 p.m.

FAFSA Frenzy begins! Presentations will be given every 20 minutes in one room. Presentations should be less than 15 minutes to ensure families are guided to completing the

FAFSA as quickly as possible. Have your presenter remind families to hold their family-specific questions for those helping in the computer lab.

Presentations would begin at 2 p.m., 2:20 p.m., 2:40 p.m., 3 p.m., 3:20 p.m. and 3:40 p.m.

If you plan to use the Missouri Department of Higher Education's instructional video without adding more instruction, you may be able to begin presentations every 10–15 minutes.

After each presentation, the presenter should direct families to the computer lab where volunteers will be waiting to provide assistance. Volunteers should ask students and their parents to create an FSA ID before beginning the FAFSA.

When families submit their applications, be sure to remind them of these next steps:

- Keep their FSA ID confidential
- Review their Student Aid Report and make corrections as needed
- Go back and make updates, possibly using the IRS Data Retrieval Tool, if they used estimated tax information

4 p.m.

Help remaining families finish their FAFSA. Turn off computers, put away technical equipment and tidy up rooms. Take down signage and gather sign-in sheets and scholarship forms.

4:15 p.m.

Do one last check of each room before turning off the lights and locking the doors. Prepare your forms to be sent to the Missouri Department of Higher Education and celebrate a successful event!



Promoting your FAFSA Frenzy event

Site coordinator checklist

- ☐ Order your FAFSA Frenzy promotional items three to four weeks prior to your event.
- ☐ Display/distribute promotional items one to three weeks prior to your event. Remember, promotional items should be used to promote your event, rather than be distributed during your event.
- ☐ Be sure to include target populations when distributing promotional items:
 - Economically disadvantaged
 - First-generation college students
 - Foster youth
 - Homeless youth
 - Students of ethnicities historically underrepresented in postsecondary education
- ☐ Verify all FAFSA Frenzy planned activities are listed on your school calendar.
- ☐ Request FAFSA Frenzy planned activities are added to school announcements, social media posts, and outdoor sign.
- ☐ Promote your event by using media classes to create ads for local or school radio, television and newspapers or to assist with social media campaigns.
- ☐ Schedule phone blasts and/or text message reminders.
- ☐ Identify and contact community organizations and individuals to gain community support. A sample letter to community organizations and a sponsorship letter are available on pages 62–63.

Promotional items and materials

A variety of materials are available to help you promote your FAFSA Frenzy event. If you are ordering materials from the MDHE, make sure you have ordered your items and materials at least three to four weeks prior to your event. This allows time for them to arrive early enough to give you ample time for promotion.

To order materials visit <https://web.dhe.mo.gov/dhe/forms/publications/puborderform1.faces> and select “Site Coordinator — Journey to College” or, if you are only hosting FAFSA Frenzy, “Site Coordinator — FAFSA Frenzy” from the “Tell us who you are” drop-down list. Additional links and information can be found on page 74-81.

Promotional materials include:

Stadium cups, which change color when filled with liquid

Wristbands with the words “FAFSA Frenzy”

Color-changing #2 pencils

For site coordinators based at postsecondary institutions, the financial aid office and the TRIO office would be excellent locations to promote FAFSA Frenzy. Additionally, admissions representatives may be interested in promoting FAFSA Frenzy during Missouri recruitment visits or college fairs.



Blue wristbands are out of stock

Screen saver (page 74)

One way to advertise your FAFSA Frenzy event directly to students is to use a screen saver. The screen saver can be used in your school's computer labs. Also, ask teachers throughout your school to use the screen saver in their classrooms where students typically have access to computers. Ask for it to be displayed on screen savers in hallways, the cafeteria, front offices or other high traffic areas.



Promotional materials

Flier (pages 75–76)

The flier measures 8.5 inches x 11 inches and is available in full color and black and white. Site coordinators are responsible for printing their own copies. The flier includes a blank area where you can add your site information.

Journey to College 3-step poster (page 77)

The full-color poster measures 17 inches x 22 inches and has FAFSA Frenzy on one side while promoting all three Journey to College programs on the other side: Apply Missouri, FAFSA Frenzy and Decision Day. If you are in need of a poster printed in Spanish, please contact journeystocollege@dhe.mo.gov.

The poster includes a blank area where you can add your site information. Be sure to include the following information:

- Event date
- Site facility name
- Physical address
- Event start and finish times
- Contact number

FAFSA Frenzy leaflet (page 78)

The leaflet measures 3.67 inches x 8.5 inches and is printed in English on one side and Spanish on the reverse side. Leaflets will fit into a business-sized envelope.

Journey to College 3-step leaflet (page 79)

This full-color leaflet measures 3.67 inches x 8.5 inches and covers the three main steps involved in preparing for college: applying to college, completing the FAFSA, and celebrating final decisions. Leaflets will fit in a business-sized envelope.

Journey to College 3-step banner (page 80)

Indoor/outdoor vinyl banners are 6 feet x 3 feet and should be hung in a cafeteria, at a main entrance, or another heavily trafficked area. The banner promotes all three Journey to College programs: Apply Missouri, FAFSA Frenzy and Decision Day. HOWEVER, If you are only hosting a FAFSA Frenzy event, you may order a banner that only promotes FAFSA Frenzy. If your school or organization hosted FAFSA Frenzy during the 2015–16 academic year, you may re-use the banner from last year.

Directional signage (page 81)

Indoor and outdoor signs (with left or right pointing arrows) are available to direct people to your FAFSA Frenzy location on the day of the event. The outdoor yard sign with metal stake measures 24 inches x 18 inches. The printable indoor sign measures 11 inches by 8.5 inches.

Promotional materials should be distributed or displayed in prominent locations around your school building or community sites. Community sites to consider, include:

- Boys and Girls Club
- Local businesses
- City/county government offices
- Libraries
- On-campus residence halls
- Places of worship
- Restaurants and cafés with bulletin boards
- Missouri career centers
- Retail stores with bulletin boards
- Testing centers (e.g., ACT, SAT and high school equivalency testing)
- Youth organizations

Remember to obtain the necessary permission before placing promotional materials at businesses and community sites.

Volunteer buttons

Ask volunteers to wear one of the volunteer buttons during your FAFSA Frenzy event so students and their families can easily recognize who is available to help.

The Missouri Source

<http://dhe.mo.gov/documents/TheMOSource.FINAL.2016.pdf>

This publication provides students with information about planning and paying for college including details about federal and state grants, scholarships, and loans.

Journey to College Online Resources leaflet

<http://dhe.mo.gov/documents/JourneyToCollegeOnlineLeaflet2015.pdf>

This front and back leaflet highlights electronic resources from the Missouri Department of Higher Education most useful to students and families when planning and paying for college.



Building public support

Public support is vital to a successful FAFSA Frenzy event. Use the following resources to help communicate with the media and potential community supporters about your upcoming event. Pages 58–63 provide links to templates you can fill out and print.

Media talking points (page 57)

Media talking points are provided for use in promoting your FAFSA Frenzy event. You can use the media talking points to highlight important facts about the FAFSA Frenzy program to local reporters. The content closely mirrors the public service announcement in order to provide a consistent message about FAFSA Frenzy across all media outlets.

News release (page 58–59)

News releases are traditionally sent to local news editors, with the hope of obtaining media coverage. To give your release a better chance at getting placed in the paper or on the radio, contact the editor by phone, explain the program and ask for support. You may also consider writing a letter to the editor. A sample can be found on page 59. Establishing this professional relationship may increase the likelihood that your FAFSA Frenzy event is assigned a local reporter. The more coverage you get, the more students and families your event can reach. Use the news release template and be sure to fill in information regarding your event within the fillable PDF before distributing it.

Public service announcement (page 60)

The sample public service announcement should be read on local or campus radio and television stations to promote your event. It is recommended that you begin using the PSA at least one month prior to your FAFSA Frenzy event. Contact radio and television station managers to request an on-air spot for your FAFSA Frenzy PSA.

Social media posts (page 61)

Use your school's social media sites to help spread the word to students, parents and the community about your FAFSA Frenzy events. Sample Facebook and Twitter posts can be found on page 61.

Community/civic group letter (page 62)

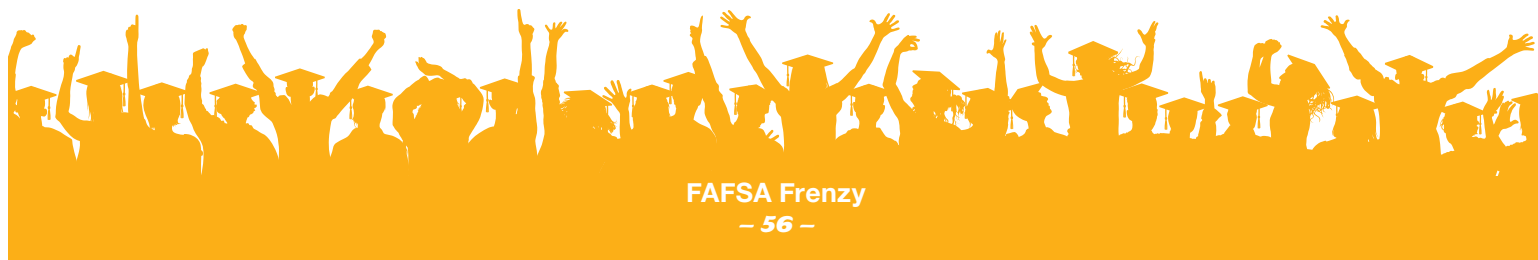
A sample community/civic group letter solicits help for your FAFSA Frenzy event. It explains the importance of FAFSA Frenzy and the role community support has in ensuring a successful event. This type of letter may be sent to a variety of organizations, such as the local Boys and Girls Club, city/county governments, community action organizations, libraries, chambers of commerce, places of worship and youth organizations.

Sponsorship letter (page 63)

A sample sponsorship letter can be used to solicit help in sponsoring your FAFSA Frenzy event. Local businesses or community groups may wish to contribute to your event by providing snacks or prizes for those in attendance.

Certificate of appreciation (page 71)

Be sure to properly thank your sponsors by using the certificate of appreciation, which they can display in their place of business.



Media talking points

- FAFSA Frenzy makes applying for financial aid easier for students and their families by providing free help to complete the Free Application for Federal Student Aid. Completing a FAFSA is the first step in applying for federal financial aid and many state aid programs.
- During the 2014–2015 academic year, Missouri college students received \$2.28 billion in federal financial aid and \$1.59 billion in additional financial aid from other sources, such as the state of Missouri and postsecondary institutions.
- The Missouri Department of Higher Education and the Missouri Association of Student Financial Aid Personnel are partnering to bring FAFSA Frenzy to Missouri for 2016. To assist students and parents with the FAFSA process, financial aid professionals will be on hand at FAFSA Frenzy events either on the main event date, Sunday, November 13, 2016, or on an alternate date in October through January. Dates, times and locations for all events will be available this fall at dhe.mo.gov.
- FAFSA Frenzy sites operating during winter months may have inclement weather dates. Any 2016–17 inclement weather dates can be found at <http://dhe.mo.gov/ppc/ffsites.php>.
- Local FAFSA Frenzy events will be held on _____ at _____, from _____ to _____.
- Students and their parents will be able to complete the 2017–2018 FAFSA on site and obtain valuable information about the process and next steps.
- Students can enter for a chance to win a scholarship at a FAFSA Frenzy event. Winners will receive their scholarships upon receipt of enrollment documentation for the 2017 fall term at a Missouri postsecondary institution.
- 2016–17 FAFSA Frenzy events will mark the 14th year that Missouri has offered FAFSA Frenzy. Since 2004, these events have helped nearly 16,000 Missouri students complete the FAFSA.
- FAFSA Frenzy, a program of College Goal Sunday, is offered in Missouri through partnerships among the Missouri Department of Higher Education, the Missouri Association of Student Financial Aid Personnel, the Missouri Higher Education Loan Authority and The National College Access Network. To obtain additional information or to access a complete list of FAFSA Frenzy events, visit <http://dhe.mo.gov/ppc/fafsafrenzyforstudents.php>.



News release template

 **Fill out and print on your letterhead:** <http://dhe.mo.gov/ppc/documents/FFNewsRelease.pdf>

FOR IMMEDIATE RELEASE

Date _____

CONTACT

Name _____

Phone _____

Email _____

FAFSA Frenzy helps students apply for financial aid

Students and their families can receive free help completing the Free Application for Federal Student Aid (FAFSA) at a FAFSA Frenzy event on _____ at _____.

Financial aid professionals will be available to assist families with filling out the 2017–2018 financial aid application from _____ to _____.

Completing the FAFSA is the first step in applying for federal financial aid and most state financial aid as well as some scholarships.

Times, dates and locations for all FAFSA Frenzy events are available at <http://dhe.mo.gov/ppc/ffsites.php>.

Students attending a FAFSA Frenzy event can enter for a chance to win a scholarship for the 2017 fall term at a Missouri college, university or other postsecondary education institution.

2016 marks the 14th year Missouri has offered the FAFSA Frenzy program. Since 2004, FAFSA Frenzy events have provided assistance to more than 16,000 Missouri students.

FAFSA Frenzy, a program of College Goal SundaySM, is offered in Missouri through partnerships between the Missouri Department of Higher Education (MDHE), the Missouri Association of Student Financial Aid Personnel (MASFAP), the Missouri Higher Education Loan Authority (MOHELA), and the National College Access Network (NCAN).

For additional information about FAFSA Frenzy, visit <http://dhe.mo.gov/ppc/fafsafrenzyforstudents.php>.



Sample letter to the editor

 **Fill out and print on your letterhead:** <http://dhe.mo.gov/ppc/documents/FFLettertoEditor.pdf>

Dear Editor,

Going to college is more important today than ever before. By 2018, about 60 percent of jobs in Missouri will require some form of postsecondary education. As we work to help this year's seniors make informed decisions about their future, we want to also provide the help they need to pay for higher education.

_____ will be hosting FAFSA Frenzy, a statewide event to help students complete a Free Application for Federal Student Aid. Completing this application is the first step to securing most forms of federal and state financial aid, including some scholarships. The event is open to any high school senior in the area, and current college students.

Volunteers and financial aid professionals will be on hand to answer questions and offer free guidance. We want to break down barriers to ensure anyone who wants to go to college, whether it is a career or technical school, community college or four-year university, is able to achieve that dream.

We ask the community for their support. Help us encourage students to take the next step toward higher education and the benefits a degree or certificate can offer.

Sincerely,



Public service announcement template

 **Fill out and print on your letterhead:** <http://dhe.mo.gov/ppc/documents/FFPSA.pdf>

_____ **to host FAFSA Frenzy**

Need help completing the Free Application for Federal Student Aid? Attend the FAFSA Frenzy event
on _____ at _____.

This free event will offer students and their parents an opportunity to meet one-on-one with financial aid advisors for assistance in filling out the FAFSA, the first step in applying for federal student aid.

Plus, students can enter for a chance to win a scholarship for the fall 2017 term at a college, university or other postsecondary school in Missouri.

For more information go to [www - dot - dhe - dot - mo - dot - gov](http://www.dhe.mo.gov). That's [www - dot - dhe - dot - mo - dot - gov](http://www.dhe.mo.gov).



FAFSA Frenzy

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Sample social media posts

Think of posts that will engage the audience and encourage them to participate in the conversation. Open-ended questions and asking for opinions are good ways to initiate dialogue.

Use the following pre-selected hashtags: #FAFSAFrenzy and #IApplied

Facebook

Post at least three times a week leading up to your event. Use Facebook to get students excited about FAFSA Frenzy and as a reminder of items they may need to bring with them in order to complete the FAFSA.

Twitter

With a limit of only 140 characters per post, relaying information via Twitter has to be short and to the point. Twitter moves much faster than Facebook, so more tweets may be necessary in order for them to be seen.

Sample social media posts include:

- Seniors! If you plan to attend #college next fall, come to #FAFSAFrenzy for help with financial aid.
 - Need help paying for #college? Come to #FAFSAFrenzy!!
 - Did you know? #FAFSAFrenzy is open to anyone planning to attend #college next fall.
 - Not sure how to pay for #college? Come to #FAFSAFrenzy to complete your #FAFSA!
 - Coming to #FAFSAFrenzy? Great! Go get your #FSAID now at fsaid.ed.gov!
 - Reminder: Bring your 2015 tax information, social security number, and FSA ID to #FAFSAFrenzy.
 - Did we mention that #FAFSAFrenzy is FREE?! That's right, free help applying for financial aid.
 - Did you know? Many colleges use the #FAFSA to also determine #scholarship eligibility. #FAFSAFrenzy
- How do you know if you need to attend #FAFSAFrenzy? Easy! Will you be attending college next fall?
 - Completing the #FAFSA is the first step to securing financial aid and some scholarships! #FAFSAFrenzy
 - #FAFSAFrenzy is coming up! Bring at least one of your parents to the event.
 - Don't let the cost of #college prevent you from getting a degree! #FAFSAFrenzy



Community/civic group letter template

 **Fill out and print on your letterhead:** <http://dhe.mo.gov/ppc/documents/FFCommunityLetter.pdf>

Dear _____ :

Are you interested in supporting your community by helping local students secure financial aid for college? FAFSA Frenzy offers opportunities for local organizations and businesses to help high school seniors and current college students learn more about applying for financial aid.

Each year, the U.S. Department of Education makes more than \$150 billion in postsecondary grants and loans available to students throughout the nation. FAFSA Frenzy provides students with free, on-site help filling out the Free Application for Federal Student Aid, the first step in applying for federal and state aid.

To assist students and their parents with the FAFSA process, knowledgeable financial aid advisors will be on hand at FAFSA Frenzy locations October through January. Our local FAFSA Frenzy event will be held on _____ at _____, from _____ to _____.

As in past years, the success of FAFSA Frenzy depends on support from the communities in which the events are hosted. Please help spread the word by posting the official FAFSA Frenzy poster or distributing leaflets in high-traffic areas within your community.

FAFSA Frenzy includes a statewide drawing for up to 16 scholarships. Winners will receive their scholarships upon receipt of enrollment documentation for the 2017 fall term at a Missouri college, university or other postsecondary program.

FAFSA Frenzy is part of a larger national effort to assist prospective and current college students and their families with completing the Free Application for Federal Student Aid. FAFSA Frenzy is offered in Missouri through partnerships between the Missouri Department of Higher Education with the Missouri Association of Student Financial Aid Personnel, the Missouri Higher Education Loan Authority and the National College Access Network (NCAN).

A complete list of statewide FAFSA Frenzy events is available at <http://dhe.mo.gov/ppc/ffsites.php>. For more information, please visit <http://dhe.mo.gov/ppc/fafsafrenzyforstudents.php>.

Sincerely,



Sponsorship letter template

 **Fill out and print on your letterhead:** <http://dhe.mo.gov/ppc/documents/FFSponsorshipLetter.pdf>

Dear _____ :

FAFSA Frenzy is designed to assist students and their families in completing the 2017–2018 Free Application for Federal Student Aid.

The FAFSA is the primary application used to determine a student's eligibility for grants, loans, work-study and scholarships. Completing the application is the first big step toward securing financial aid on both the federal and state levels.

The _____ FAFSA Frenzy will be held on _____ , from _____ to _____ , at _____ .

Your business could assist in the following ways:

- Lunch for _____ volunteers
- Snacks for _____ families attending the event
- Raffle items for attendance incentives

In exchange for your contribution, your business logo and name will be displayed at the _____ FAFSA Frenzy event (i.e., in the hallways and classrooms of the _____ .)

Your organization or company also will have the right to place special offers (e.g., coupons, fliers, etc.) in the welcome packets, which will be given out to each family in attendance. Your contributions will be recognized at the volunteer training event. Lastly, a certificate of appreciation will be issued for you to display in your place of business.

If you have any questions or wish to sponsor, please contact me at _____.
To obtain additional information or access a complete list of FAFSA Frenzy events, visit <http://dhe.mo.gov/ppc/fafsafrenzyforstudents.php>.

FAFSA Frenzy is a program of College Goal SundaySM and is offered in Missouri through partnerships between the Missouri Department of Higher Education (MDHE), the Missouri Association of Student Financial Aid Personnel (MASFAP), the Missouri Higher Education Loan Authority (MOHELA), and the National College Access Network (NCAN).

Respectfully,



Recruiting and managing volunteers

Site coordinator checklist

- ☐ Recruit volunteers in your area to ensure adequate staffing for your event. Volunteers do not have to be financial aid experts, but familiarity with the FAFSA would be helpful.
- ☐ Ask interested volunteers to complete the FAFSA Frenzy volunteer registration online at <https://surveys.mo.gov/index.php/638975>. All volunteers need to complete the application so an accurate count and contact list can be created.
- ☐ Beginning in the fall, the Missouri Department of Higher Education will periodically send you a list of volunteers that completed the online FAFSA Frenzy volunteer registration. Reach out to volunteers registered for your site to confirm their participation and assigned role.
- ☐ Notify your volunteers about any FAFSA training opportunities. The Missouri Department of Higher Education will communicate training opportunities to site coordinators as it learns of them.
- ☐ Discuss the format of your event with all volunteers. If you are planning to conduct a formal presentation and show the video provided by the Missouri Department of Higher Education, be sure your volunteers know who will be in charge of the video presentation.
- ☐ Make sure your FAFSA Frenzy volunteers understand their assigned roles. Remember, some volunteers will not be financial aid experts and will need an assignment that best suits their abilities, such as staffing a registration/welcome table or providing child care assistance. Provide name tags for your volunteers. Don't forget to wear one yourself.
- ☐ Clothing branded by unbiased sponsoring organizations or associations, such as the Missouri Association of Student Financial Aid Personnel, is acceptable. Volunteers who have yellow FAFSA Frenzy T-shirts from prior years may wear those. However, volunteers should refrain from wearing clothing which promotes any specific postsecondary institution or business.
- ☐ Plan to meet with your volunteers at least one hour before the event. This will give you time to distribute volunteer buttons, give instructions and have volunteers at their stations before families arrive.
- ☐ Ask one or more of your volunteers to arrive early to assist with set up.
- ☐ Be sure to provide volunteers with your event-day phone number, in case they need last minute directions or have other concerns.
- ☐ If you anticipate non-English speaking attendees, you may need a volunteer interpreter, such as a local Spanish teacher.
- ☐ The best thing you can do as a site coordinator is to make sure your volunteers are prepared.
- ☐ If you have FAFSA questions you are unsure of how to answer, a volunteer toll-free support line will be available on the main event date of Sunday, November 13, 2016. Events held on that date with a limited number of volunteers or with volunteers that have minimal financial aid knowledge, are encouraged to call 866-472-4710 for assistance. This service will be staffed with financial aid experts from 2 p.m. to 4 p.m.
- ☐ In the event of inclement weather, contact your volunteers to confirm whether your event will proceed as planned or be rescheduled. Volunteers should have provided their "day-of" phone number when completing the FAFSA Frenzy Volunteer Application.



Best practices for collaboration

Working with financial aid officers

- ☐ Schedule an appointment with a local financial aid office to discuss your vision for FAFSA Frenzy and possible partnership opportunities.
- ☐ Share any critical needs of college-bound students that are not currently being met.
- ☐ Ask for feedback and suggestions based on the financial aid officers' experience with common FAFSA mistakes, the newest verification processes or issues at their institution.
- ☐ Look for opportunities to showcase FAFSA Frenzy tools and resources.
- ☐ Encourage financial aid officers to serve as FAFSA Frenzy volunteers.
- ☐ Discuss opportunities to promote/advertise FAFSA Frenzy events (e.g., Facebook, school-wide emails, school organizations, etc.).
- ☐ Maintain a direct line of communication with all local financial aid officers.

Working with high school counselors

- ☐ Use the Missouri Department of Elementary and Secondary Education's website (<http://dese.mo.gov/school-directory>) to access a list of public school districts in your area. Make contact with the lead counselor, college/career counselor, A+ coordinator or homeless youth liaison at each high school. More information can be found at <http://dese.mo.gov>.
- ☐ Identify and contact private or parochial high schools in your area.
- ☐ Schedule an appointment with local counselors to discuss your vision for FAFSA Frenzy and possible opportunities to collaborate.
- ☐ Ask counselors to share any critical needs of their high school seniors that may cause barriers or problems to accessing postsecondary education. Share any common financial aid mistakes made by new students.
- ☐ Ask for feedback and suggestions.
- ☐ Look for opportunities to showcase FAFSA Frenzy tools and resources.
- ☐ Encourage high school counselors to serve as FAFSA Frenzy volunteers.
- ☐ Discuss opportunities to promote/advertise FAFSA Frenzy events (e.g., grade reports, e-newsletters, school website, college fairs, parent/teacher organizations, school assemblies, sporting events, school text messages to subscribed parents, etc.).
- ☐ Maintain a direct line of communication with all local counselors.



Volunteer assignments

Volunteers are key to each FAFSA Frenzy site's success. Use some, or all of these suggestions, with volunteers filling one or more roles. A volunteer assignment chart can be found on page 68. This chart can assist you in assigning appropriate roles for your volunteers. It can also help volunteers in knowing everyone's assigned roles, if assistance is needed.

Promotion assistants — put up signage and help spread the word.

Set-up crew — turn on computers and bring up the <https://fafsa.gov> website, set up tables and instruction video.

Greeters — welcome guests and point them in the right direction.

Check-in and check-out table attendants — assist students and parents as they sign in.

FAFSA assistants — make sure families are on the correct website and field basic filing or <https://fafsa.gov> navigation questions.

Presenter or facilitator — give a brief overview of the process. If you aren't having a formal presentation and plan to use the Missouri Department of Higher Education video, you will need a facilitator to get the video started.

Financial aid experts — answer in-depth or uncommon questions about the FAFSA.

Runners — be available to get additional supplies like pencils, pens, forms, etc., as needed.

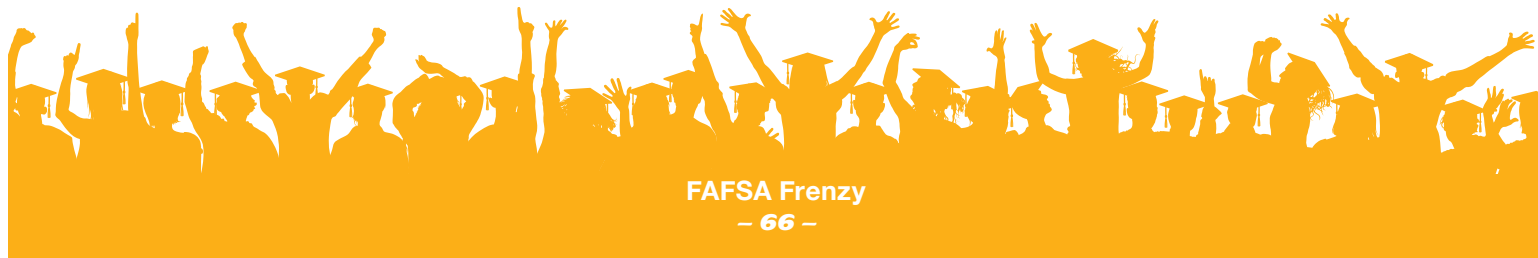
Survey and scholarship drawing assistant — assist students and parents as they complete and turn in their survey and scholarship drawing forms. Direct them to the exit.

Clean-up crew — help shut down computers, collect trash, take down signs and put away tables and supplies, as needed.

Refreshment table — keep the refreshment table clean and stocked.

Translators — provide help to non-English speaking students and parents as needed.

Childcare providers — have puzzles, books, and games available for younger children who may not want to stay with their family during the session.



FAFSA Frenzy volunteer sign-up

This worksheet should be used to help site coordinators gain volunteers. Once a potential volunteer has completed this worksheet, the site coordinator should use the information to formally register the volunteer online if indicated.

 **Fill out and print your own:** <http://dhe.mo.gov/ppc/documents/FFVolunteerSignup.pdf>

FAFSA Frenzy location: _____

[DATE]

Volunteer Workers

Name _____ Phone number _____

Email _____

_____ I have already registered online

_____ I have not had an opportunity to register, but will volunteer to work. Please use the information I am providing on this form to submit my volunteer registration via <https://surveys.mo.gov/index.php/638975>.

Indicate your place of employment. _____

What is your title at work? _____

What is your daytime or work phone number? _____

What is the best phone number to reach you by on the event day? _____

How would you rate your FAFSA knowledge: ☐ Novice ☐ Familiar ☐ Advanced ☐ Expert

_____ I am unable to make a commitment to volunteer at this time.



Volunteer assignment chart

 Fill out and print your own: <http://dhe.mo.gov/ppc/documents/FFVolunteerAssignmentChart.pdf>

Assignment	Workers	Responsibilities/Expectations
Promotion assistant		Put up signage and help spread the word
Set-up crew		Turn on computers and bring up the <i>fafsa.gov</i> website, set up tables and instruction video
Greeters/welcoming crew		Welcome guests and point them in the right direction (ENTRANCE)
Check-in table attendant(s)		Assist students and parents as they sign in
FAFSA assistants (FAFSA WORKSHEET)		Help those students and parents who need to complete their FAFSA worksheets before moving on to the next station
FAFSA assistants (FSA ID)		Help those students and parents who do not have a FSA ID to register for one
FAFSA assistants (GENERAL)		Make sure families are on the correct website and field basic or <i>fafsa.gov</i> navigation questions
Financial aid experts		Answer in-depth or uncommon questions about the FAFSA
Presenter or facilitator		Give a brief overview of the process
Survey and scholarship drawing assistant		Assist students and parents as they complete and turn in their survey and scholarship drawing forms — direct them to exit
Childcare provider		Have puzzles, books, and games available for children who may not want to stay with their family during the session
Runners		Be available to get additional supplies like pencils, pens, forms, etc. (AS NEEDED)
Translators		Provide help to non-English speaking students and parents (AS NEEDED)
Refreshment table assistant		Keep the refreshment table clean and stocked (AS NEEDED)
Clean-up crew		Help shut down computers, collect trash, take down signs and put away tables and supplies



Letter to FAFSA Frenzy volunteers

 **Fill out and print on your letterhead:** <http://dhe.mo.gov/ppc/documents/FFVolunteerLetter.pdf>

[DATE]

Dear [NAME OF VOLUNTEER]

Thank you for offering your time and talents to help [NAME OF INSTITUTION]'s FAFSA Frenzy. Important programs such as FAFSA Frenzy would not be possible without volunteers like you.

The following is important information about [NAME OF INSTITUTION]'s FAFSA Frenzy event:

DATE:

TIME:

LOCATION:

DIRECTIONS:

Your assigned role:

- _____ Promotion assistant: put up signage and help spread the word.
- _____ Set-up crew: turn on computers and bring up the *fafsa.gov* website, set up tables and instruction video.
- _____ Greeter: welcome guests and point them in the right direction.
- _____ Check-in table attendant: assist students and parents as they sign-in to the FAFSA Frenzy event.
- _____ FAFSA assistants (1) : help students and parents who need to complete a FAFSA worksheet before moving on the next station.
- _____ FAFSA assistants (2): help students and parents register for an FSA ID.
- _____ FAFSA assistants (3): make sure families are on the correct website and field basic *fafsa.gov* questions.
- _____ Financial aid experts: answer in-depth or uncommon questions about the FAFSA.
- _____ Presenter or facilitator: give a brief overview of the FAFSA process.
- _____ Survey and scholarship drawing assistant: assist students and parents as they complete and turn in their survey and scholarship drawing forms.
- _____ Runners: be available to get additional supplies like pencils, pens, forms, etc., as needed.
- _____ Clean-up crew: help shut down computers, collect trash, take down signs and put away tables and supplies.
- _____ Translators: provide help to non-English speaking students and parents, as needed.
- _____ Refreshment table helpers: keep the refreshment table clean and stocked.
- _____ Childcare provider: have puzzles, books and games available to keep younger children occupied.

TIME YOU SHOULD ARRIVE:

ESTIMATED TIME OF DEPARTURE:

REMINDERS:

Volunteers should refrain from wearing clothing which promotes any specific postsecondary institution or business.

Event day phone number:

Respectfully,

[YOUR NAME]

[YOUR TITLE]

[CONTACT INFORMATION]



Sample volunteer thank-you letter

 **Fill out and print on your letterhead:** <http://dhe.mo.gov/ppc/documents/FFVolunteerThankYouLetter.pdf>

[SITE ADDRESS]

[DATE]

Dear [VOLUNTEER'S NAME],

On behalf of [NAME OF FAFSA FRENZY SITE] I would like to personally thank you for volunteering your time at our FAFSA Frenzy event. This event could not have been possible without your help and the help of many others willing to donate their time.

During FAFSA Frenzy, we were able to help [number of filers] complete and submit their Free Application for Federal Student Aid. By offering this free assistance we were able to help students take the first big step in securing financial aid and even some scholarships.

[SUMMARIZE EVENTS OR INCLUDE ANY PRESS COVERAGE]

Once again, [SITE NAME] thanks you for your efforts and contribution of time at FAFSA Frenzy! We hope to see you next year!

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[CONTACT INFORMATION]



Volunteer certificate of appreciation

▶ Fill out and print your own: <http://dhe.mo.gov/ppc/documents/FF.2016.CertofApprec.pdf>



FAFSA Frenzy

MISSOURI DEPARTMENT OF HIGHER EDUCATION

Certificate of Appreciation

is awarded to _____

on _____

for service to _____'s FAFSA Frenzy.

Presented by _____.



Data management

Site coordinator checklist

- ☐ Require all participants to complete a FAFSA Frenzy student survey and FAFSA Frenzy scholarship drawing slip before they leave your FAFSA Frenzy event.
- ☐ Complete the FAFSA Frenzy Site Coordinator survey online at <https://surveys.mo.gov/index.php/224788>.
- ☐ Complete a site coordinator of the year nomination and an outstanding volunteer nomination. Make sure all volunteers have access to the surveys as well (<https://surveys.mo.gov/index.php/735839>).
- ☐ Use the pre-addressed envelope sent to you from MDHE to return all sign-in sheets, scholarship slips, and student surveys within three business days after your event.

Goals and benchmarks

The Missouri Department of Higher Education will use this information to calculate your FAFSA Frenzy filing rates and help evaluate the effectiveness of the FAFSA Frenzy program.

FAFSA Frenzy sign-in sheet template (page 50)

The Missouri Department of Higher Education has created a sign-in sheet template in Excel that you should use to help keep track of students participating in FAFSA Frenzy. When your FAFSA Frenzy events are finished, please send completed sign-in sheets along with completed student surveys and drawing slips to the MDHE as follows:

- Electronic copies may be emailed to journeystocollege@dhe.mo.gov
- Paper copies may be mailed to Journey to College Outreach Team, Missouri Department of Higher Education, P.O. Box 1469, Jefferson City, MO 65102-1469.

FAFSA Frenzy Site Coordinator Survey

When your FAFSA Frenzy event is finished, please complete the FAFSA Frenzy Site Coordinator Survey online at <https://surveys.mo.gov/index.php/224788>. This survey will ask for your final number of participants and filers. It also will ask for feedback to help improve the FAFSA Frenzy program in the future.

FAFSA Frenzy Student Survey

Require all participants to complete the FAFSA Frenzy student survey before they leave your event. Paper surveys will be sent to you prior to your event date. Surveys are important not only for the feedback provided by the event attendees, but also for the demographic data, which helps the MDHE analyze the statistics of reached audiences.

Nomination surveys

Help us recognize your peers. Please complete the nomination surveys for Site Coordinator of the Year (<https://surveys.mo.gov/index.php/735839>) and Outstanding Volunteer (<https://surveys.mo.gov/index.php/862228>). Please make sure your FAFSA Frenzy volunteers have access to these surveys as well.

Data purpose

The student survey and the sign-in sheet gather subject names and dates of birth. This data is gathered for aggregate, general statistical purposes only. No student personal data will be shared or used in any way outside of aggregated statistical purposes. Missouri's goal is to match students participating in any of the Journey to College programs against students completing the FAFSA and later against national college enrollment databases. We plan to analyze the percentage of students participating in Apply Missouri and FAFSA Frenzy who go on to enroll in college, persist in college and ultimately complete a postsecondary credential.



Promotional materials

This section contains:

- ☐ FAFSA Frenzy screen saver
- ☐ FAFSA Frenzy color flier
(English and Spanish)
- ☐ FAFSA Frenzy black-and-white flier
(English and Spanish)
- ☐ FAFSA Frenzy poster
(English and Spanish) OR
Journey to College 3-step poster
(FAFSA Frenzy on one side and all three
Journey to College programs on the reverse)
- ☐ FAFSA Frenzy leaflet
(English and Spanish) OR
Journey to College 3-step leaflet,
featuring all three programs
- ☐ FAFSA Frenzy banner OR
Journey to College Banner, as appropriate
- ☐ FAFSA Frenzy directional signage



FAFSA Frenzy screen saver


Download your own: <http://dhe.mo.gov/ppc/images/FFScreensaver2016.jpg>



FAFSA Frenzy color flier

▶ Fill out and print your own (English): <http://dhe.mo.gov/ppc/documents/FF.8.5x11Flyer.color.English.pdf>


▶ Fill out and print your own (Spanish): <http://dhe.mo.gov/ppc/documents/FF.8.5x11Flyer.color.Spanish.pdf>



Journey College

FAFSA Frenzy

MISSOURI DEPARTMENT OF HIGHER EDUCATION



Get **free** help completing the Free Application for Federal Student Aid (FAFSA).






.....

Attend for a chance to **win a scholarship.**


Winner must enroll in a Missouri institution for the fall 2017 term.


.....

➤ **FOR MORE INFORMATION, VISIT:**
dhe.mo.gov/ppc/fafsafrenzyforstudents.php

FAFSA Frenzy is a program of College Goal Sunday™. The College Goal Sunday™ program was created by the Indiana Student Financial Aid Association with funding from Lilly Endowment, Inc. and with supplemental support from Lumina Foundation for Education. The program is managed by National College Access Network.






Journey College

FAFSA Frenesí

DEPARTAMENTO DE MISSOURI DE LA EDUCACIÓN SUPERIOR



Obten ayuda **gratuita** completando la Aplicación Gratuita Federal de Ayuda al Estudiante.






.....

Asista para tener la posibilidad de **ganar una beca.**


Los ganadores deben de estar inscritos en una universidad o institución posterior a la escuela secundaria de Missouri, para el semestre del próximo año.

.....

➤ **PARA OBTENER MÁS INFORMACIÓN, VISITE:**
dhe.mo.gov/ppc/fafsafrenzyforstudents.php

FAFSA Frenesí es un programa de College Goal Sunday™. El programa College Goal Sunday™ fue creado por la Asociación de Ayuda Financiera de Indiana con fondos de Lilly Endowment, Inc. y con el apoyo de la Fundación Lumina para la Educación. El programa es administrado por National College Access Network.






FAFSA Frenzy black-and-white flier

- ▶ Fill out and print your own (English): <http://dhe.mo.gov/ppc/documents/FF.8.5x11Flyer.bw.English.pdf>
- ▶ Fill out and print your own (Spanish): <http://dhe.mo.gov/ppc/documents/FF.8.5x11Flyer.bw.Spanish.pdf>

Journey College

FAFSA Frenzy

MISSOURI DEPARTMENT OF HIGHER EDUCATION








Get **free** help completing the Free Application for Federal Student Aid (FAFSA).

Attend for a chance to **win a scholarship.**

Winner must enroll in a Missouri institution for the fall 2017 term.

➤ FOR MORE INFORMATION, VISIT:
dhe.mo.gov/ppc/fafsafrenzyforstudents.php








FAFSA Frenzy is a program of College Goal Sunday™. The College Goal Sunday™ program was created by the Indiana Student Financial Aid Association with funding from Lilly Endowment, Inc. and with supplemental support from Lumina Foundation for Education. The program is managed by National College Access Network.

Journey College

FAFSA Frenesí

DEPARTAMENTO DE MISSOURI DE LA EDUCACIÓN SUPERIOR








Obten ayuda **gratuita** completando la Aplicación Gratuita Federal de Ayuda al Estudiante.

Asista para tener la posibilidad de **ganar una beca.**

Los ganadores deben de estar inscritos en una universidad o institución posterior a la escuela secundaria de Missouri, para el semestre del próximo otoño.

➤ PARA OBTENER MÁS INFORMACIÓN, VISITE:
dhe.mo.gov/ppc/fafsafrenzyforstudents.php

FAFSA Frenesí es un programa de College Goal Sunday™. El programa College Goal Sunday™ fue creado por la Asociación de Ayuda Financiera de Indiana con fondos de Lilly Endowment, Inc. y con el apoyo de la Fundación Lumina para la Educación. El programa es administrado por National College Access Network.

FAFSA Frenzy poster (English on one side and Spanish on the reverse) **or Journey to College 3-step poster**

All three programs, including Apply Missouri, highlighted on one side and FAFSA Frenzy only on the reverse

▶ **Order your own FAFSA Frenzy poster:**
<https://web.dhe.mo.gov/dhe/forms/publications/puborderform1.faces>

▶ **Order your own Journey to College 3-step poster:**
<https://web.dhe.mo.gov/dhe/forms/publications/puborderform1.faces>



FAFSA Frenzy leaflet (English on one side and Spanish on the reverse)

 **Order your own:** <https://web.dhe.mo.gov/dhe/forms/publications/puborderform1.faces>

Journey College

FAFSA Frenzy

MISSOURI DEPARTMENT OF HIGHER EDUCATION

Get free help completing the Free Application for Federal Student Aid (FAFSA).

Attend for a chance to win a scholarship. Visit dhe.mo.gov/ppc/fafsafrenzyforstudents.php to see a complete list of FAFSA Frenzy locations in your area.



FAFSA Frenzy is a program of College Goal SundaySM.



The College Goal SundaySM program was created by the Indiana Student Financial Aid Association with funding from Lilly Endowment, Inc. and with supplemental support from Lumina Foundation for Education. The program is managed by the National College Access Network.



Journey College

FAFSA Frenesí

DEPARTAMENTO DE MISSOURI DE LA EDUCACIÓN SUPERIOR

Obten ayuda gratuita completando la Aplicación Gratuita Federal de Ayuda al Estudiante.

Asista para tener la posibilidad de ganar una beca. Para ver una lista completa de localidades en su área donde se encuentran los puntos de FAFSA Frenesí, visite la página web del Departamento de Educación Superior de Missouri que se encuentra en dhe.mo.gov/ppc/fafsafrenzyforstudents.php.



FAFSA Frenesí es un programa de College Goal SundaySM.



El programa College Goal SundaySM fue creado por la Asociación de Ayuda Financiera de Indiana con fondos de Lilly Endowment, Inc. y con el apoyo de la Fundación Lumina para la Educación. El programa es administrado por National College Access Network.



FAFSA Frenzy

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Journey to College 3-step leaflet

Features all three Journey to College Programs: Apply Missouri, FAFSA Frenzy, and Decision Day

▶ **Order your own:** <https://web.dhe.mo.gov/dhe/forms/publications/puborderform1.faces>

Journey to College

MISSOURI DEPARTMENT OF HIGHER EDUCATION

Realize your potential.

Three steps can put you on a path toward earning a college degree or certificate.

STEP 1

Apply

The best time to apply to college is the fall of your senior year. Think about the kind of degree you want to earn and the type of school you need to attend.

Apply Missouri

Many high schools host Apply Missouri events in September and October to provide time during the school day to submit applications to colleges you are interested in attending.

Things to bring:

- A completed Student Admissions Application Worksheet.
- A USB drive with essays or personal statements you have written.
- Credit card information to pay college application fees (or request a fee waiver from your school counselor).

For more information, including the Application Worksheet, visit dhe.mo.gov/ppc/students/applymissouriforstudents.php.

STEP 2

Fund

College costs can vary depending on the school you attend and the type of degree you are seeking. Many students receive financial aid to help fund their education.



Be sure to fill out the FAFSA — the Free Application for Federal Student Aid. The FAFSA is required for most federal, state and college financial aid, including grants, scholarships, work-study and student loans.

More

Seeking out other scholarships and part-time job opportunities also can help with college costs.

FAFSA Frenzy

You can receive free help filling out the FAFSA at a FAFSA Frenzy event near you. Events are held at high schools, colleges and other locations in Missouri October through January.

Things to bring:

- Social Security Number or alien registration number or permanent resident card.
- Student and parent federal income tax forms and W-2 forms from the prior year (2015 information for the 2017–18 FAFSA). Students classified as independent do not need parent information (see StudentAid.gov/dependency).
- Current bank statements and investment records.
- FSAID — students and parents should get their FSAID at FSAID.ed.gov before attending a FAFSA Frenzy event.

For more information about filling out the FAFSA, visit dhe.mo.gov/ppc/fafsafrenzyforstudents.php.

STEP 3

Decide

Choosing a college that is the best fit for you will help you succeed in earning a degree. Once you have been admitted, you are ready to enroll in classes, finalize funding, and arrange for housing and transportation.

Be sure to meet all deadlines set by your college so you are ready to go when the semester begins.

Decision Day

Many high schools throughout Missouri host Decision Day events on or near May 1 to celebrate seniors' plans for higher education or military service.

If you have not applied to college by the end of your senior year, it is not too late. Talk with your high school counselor about opportunities that are still available.

For more information about finalizing your college decisions, visit dhe.mo.gov/ppc/students/decisiondayforstudents.php.

MOHE
Missouri Department of Higher Education
Building Missouri's future... by degree

LEARN MORE

Find more information about planning and paying for college at dhe.mo.gov/ppc/studentsparents.php.

Follow @Journey2College on Twitter and Facebook (JourneytoCollege) for college planning and student financial aid information. dhe.mo.gov • info@dhe.mo.gov



FAFSA Frenzy

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FAFSA Frenzy banner or Journey to College 3-step banner

Note: High schools participating in all three Journey to College programs should use a new Journey to College banner

 **Order your own:** <https://web.dhe.mo.gov/dhe/forms/publications/puborderform1.faces>



Journey College

FAFSA Frenzy

MISSOURI DEPARTMENT OF HIGHER EDUCATION

Get free help applying for financial aid!
Attend for a chance to win a scholarship.

facebook.com/journeytocollege • twitter.com/Journey2College

FAFSA Frenzy is a program of College Goal Sunday™. The College Goal Sunday™ program was created by the Indiana Student Financial Aid Association with funding from Lilly Endowment, Inc. and with supplemental support from Lumina Foundation for Education. The program is managed by National College Access Network.



Apply

Journey College

Apply Missouri

Fund

Journey College

FAFSA Frenzy

Decide

Journey College

Decision Day

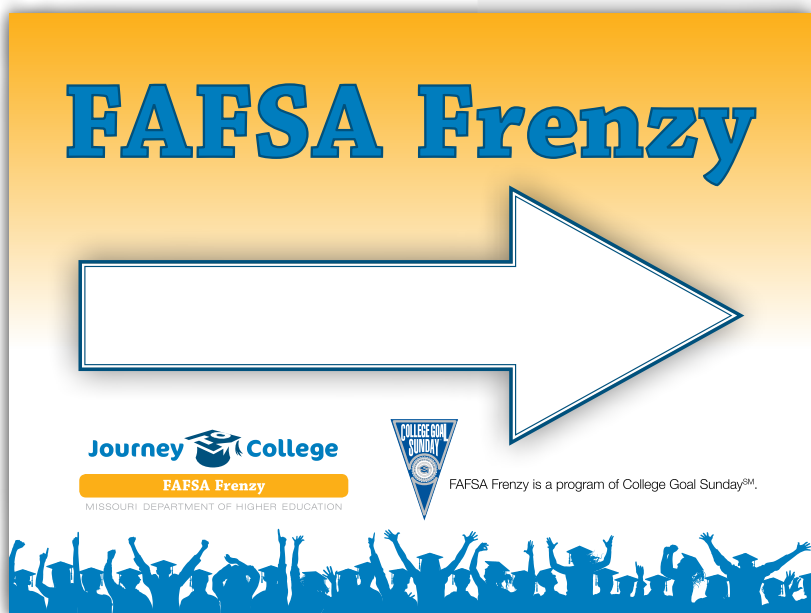
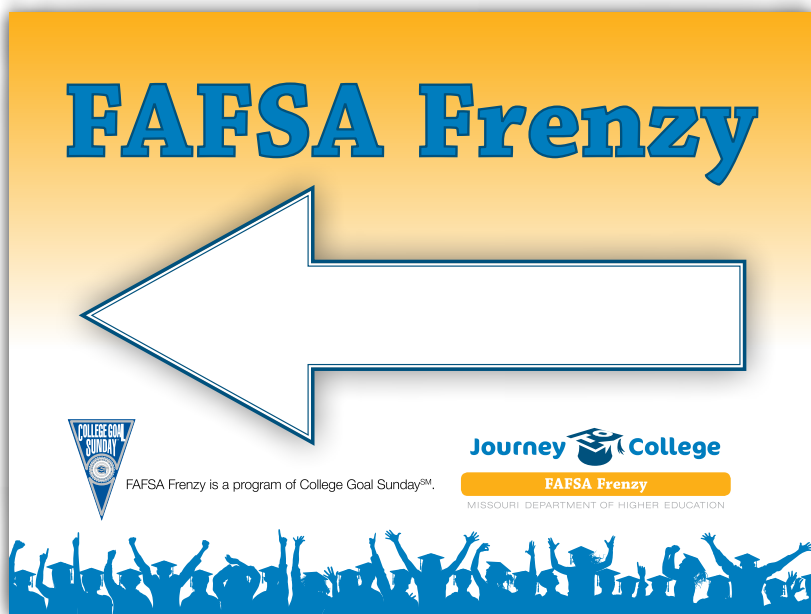
Get help navigating your journey to college!
See your counselor for details.

 facebook.com/journeytocollege • twitter.com/Journey2College 

FAFSA Frenzy directional signage

▶ **Order your own outdoor signs with metal stakes:**
<https://web.dhe.mo.gov/dhe/forms/publications/puborderform1.faces>

▶ **Print your own indoor signs:**
Left arrow — <http://dhe.mo.gov/ppc/documents/8.5x11yardsigns.LeftArrow.pdf>
Right arrow — <http://dhe.mo.gov/ppc/documents/8.5x11yardsigns.RightArrow.pdf>





Decision Day

MISSOURI DEPARTMENT OF HIGHER EDUCATION



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Celebrating seniors' plans for higher education

Decision Day celebrates seniors' plans to attend college or enter the military. Decision Day generates excitement for graduating seniors and provides information to students who have yet to make plans.

Hosting events during the school day and involving younger students will promote a college-going culture and share the importance of planning for college early.

.....

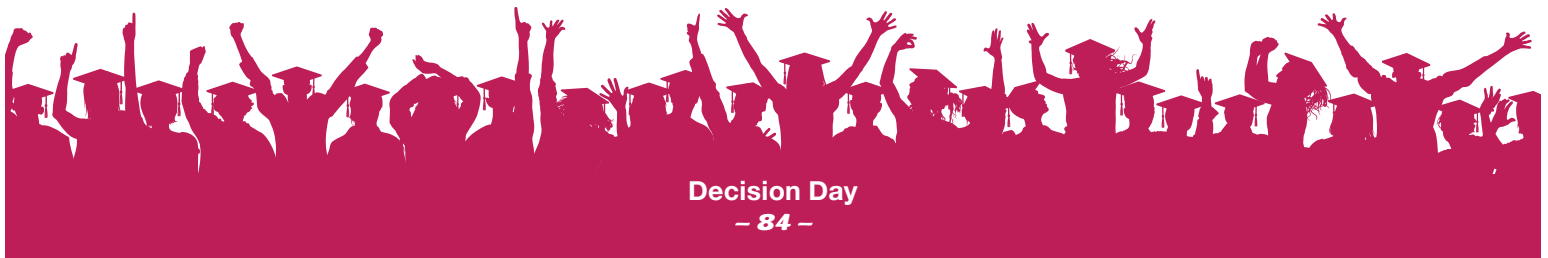
The goal of Decision Day is to recognize high school seniors' postsecondary education plans and encourage younger students to prepare early for college. Decision Day is held annually on or near May 1 and is designed to coincide with the date by which most students must inform a college of their plans to enroll.

Participating schools are asked to:

- Register to host an event.
- Recognize all students for their postsecondary plans, including plans to attend a vocational tech, two- or four-year college or university, enter the military, or pursue other postsecondary training.
- Include the entire student body in your celebration, and make sure that students who do not yet have plans know that they still have options.
- Report final numbers of participating seniors, gather feedback, and complete the site coordinator survey.

Decision Day is in its second year in Missouri. Sixty-one Missouri schools officially kicked off the program by celebrating with their 2016 seniors.

Decision Day is a part of the national College Decision Day celebration.



Planning your Decision Day activities

Site coordinator checklist

- ☐ Develop your schedule of activities and make sure they are on the school calendar.
- ☐ Email a sample “Ask me about it” sign like the one on page 87 to all faculty and staff and designate a posting date.
- ☐ Provide copies of the scavenger hunt to all high school seniors.
- ☐ Provide bingo cards to high school students.

Developing your schedule of activities

Decision Day activities will look different at each school. Make your schedule based on your school’s individual needs.

Organization

Gather students’ college choices in advance. Some schools require seniors to bring evidence of their postsecondary plans in the form of a college acceptance letter, military orders or similar offer.

- Day of: The simplest and quickest way to ensure you have the college decision for each student is by handing out a blank note card prior to the event. Ask each student to write down their name and selected college and have them return them to you or a designated party — similar to methods used during graduation ceremonies.
- Week of: Have seniors complete the student questionnaire on page 90.

Suggested activities:

“Ask me about it!” activity (page 87)

This activity (page 87) asks staff members to get involved and gives students the opportunity to learn a little more about their teachers. Have faculty and staff display a poster that lists their alma mater(s). You can also post college signs in other areas of the school. Create a scavenger hunt during a specific time frame and allow students to complete challenges. Examples include finding as many schools as possible, finding the school farthest away, the school with the most alumni, etc. Award small prizes.

The purpose of this activity is to identify staff members by their institutions of higher education and to engage students in dialogue with faculty regarding college access, college preparation, application, enrollment, etc.

College Bingo (page 88–89)

This is a good activity in which to involve the entire high school student body. Have all homeroom teachers distribute bingo cards on the same day. Ask students to locate teachers or other staff members that have experienced the different scenarios. Be sure to ask students to only use one person for each space. A prefilled bingo card as well as a fillable .pdf bingo card you can customize can be found on pages 88–89.

Create a “College Wall”

Seniors write the names of the college where they plan to attend on banners or strips of construction paper to hang in a main hallway. Hang school mascots with the names of those students attending that school throughout the corridors. Utilize art teachers (if available) to develop additional materials to promote a “college-going culture” on the walls of your school.

Assembly

Host an all-school assembly to celebrate seniors’ plans for higher education. This could be an add-on to an already established school event or a stand-alone event. Make sure to invite all grade levels to participate.



Community picnic or fair

Host an after-school community-wide picnic or celebration. This may require a larger budget, but will engage more community members, families and students of all ages.

Guest speakers

Whether you host a school assembly or a community event, invite high school alumni, elected officials, college admissions and financial aid representative, local business leaders and parents to elaborate from personal experience about the importance of college.

Interviews

Interview seniors about their college plans and send the articles or videos to local news outlets. Ask media classes to incorporate their stories in school newspaper ads or articles; or create a special section in the school newspaper that gives the names of seniors and their selected college. Ask seniors to visit with elementary classes to share their future plans.

College gear

Encourage students and school staff to wear college T-shirts on a particular day of the week.

Social media

Ask students to post photos of themselves with their college acceptance letters, military orders, etc., on social media using the designated #MODecisionDay hashtag. Remind student to cover all confidential information (student number, addresses, etc.) before posting.

Workshops

Offer workshops on various topics to help students as they make their final decisions.

Award letters can be confusing to understand but are very important for students preparing for college. Find helpful training information for this type of workshop online in the Scholarship Foundation of St. Louis Decision-Making: Using Award Letters to Access Affordability at <https://sfstl.org/sites/default/files/files/Financial%20Aid%20Award%20Letter%20Workshop.pdf>.

Possible workshops for younger students and their families include: decision-making, learning styles, study habits, the importance of GPA and high school course selection, college test prep, essay writing, applying to college, college admission criteria, paying for college, etc.

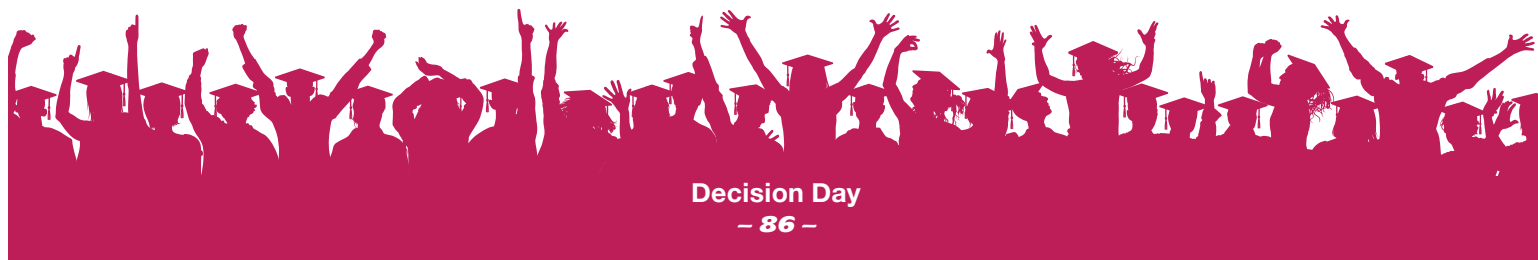
Classroom visits

Conduct one-on-one classroom visits with seniors and ask students if they have:

- Applied to college
- Been admitted to college
- Officially notified the college or university that they will enroll
- Completed the FAFSA
- Notified the schools to which they were accepted but will not be attending

Student questionnaire

Ask students to complete a short questionnaire found on page 90, so you can get a better feel for seniors' plans for after high school. This questionnaire may also be useful in collecting the data you'll need to report on the Decision Day Site Coordinator survey at <https://surveys.mo.gov/index.php/124878>.



“Ask me about it!” activity

 **Print your own:** <http://dhe.mo.gov/ppc/documents/DDAskMeAboutItActivity.2016.pdf>

Journey College

Decision Day

MISSOURI DEPARTMENT OF HIGHER EDUCATION

Ask me about it! ***activity instructions***

Purpose:

- To identify the higher education institution each faculty and staff member attended.
- To encourage dialogue between students and faculty and staff about college access, college preparation, application, enrollment, etc.

Activity ideas:

- Have all faculty and staff members display the 8½-inch x 11-inch poster that lists their alma mater. College and university mascot images or logos may be inserted within the blank spot on the poster beneath the fillable line.
- Post college signs on teacher doors or staff walls.
- Create a scavenger hunt during a specific time frame (i.e., during homeroom) and allow students to complete the challenges for as many different schools as they can find, the school located farthest away, the school with the most alumni, etc. Award small prizes.

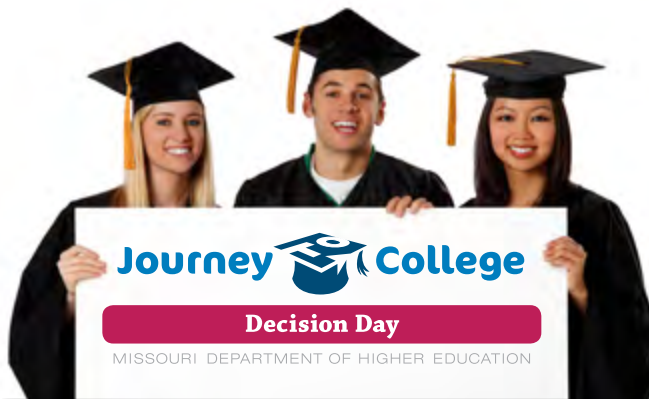
Preparation:

- Email the 8½-inch x 11-inch fillable .pdf poster to all faculty and staff and designate a posting date.
- Create scavenger hunt cards and provide copies to every homeroom.



Missouri Department of Higher Education

800-473-6757 • dhe.mo.gov • facebook.com/journeytocollege • twitter.com/Journey2college



Ask me about it!

I graduated from ...

.....

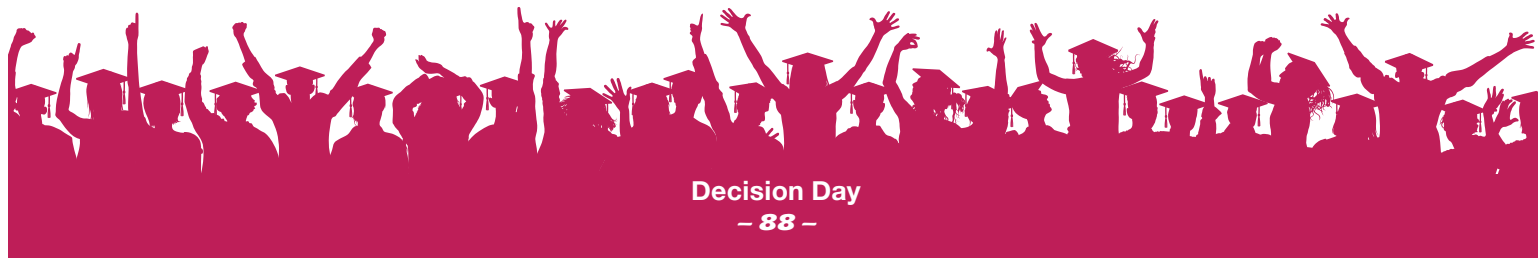


Decision Day

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College bingo card sample

B	I	n	G	O
Attended a four-year college	Lived at home while attending college	Worked full-time while attending college	Is still close friends with his/her college roommate	Studied abroad while in college
Attended a college in Missouri	Went to college on a scholarship	Changed majors two or more times	Attended a two-year college	Majored in mathematics
Majored in science	Attended an out-of-state college	FREE SPACE	Worked for the school newspaper, TV station or radio station in college	Met his/her significant other in college
Lived on campus	Is currently enrolled in a college program or course	Had a mentor or other close advisor in college	Was president or leader of a school club	Has completed graduate school
Attended two or more colleges	Wishes they were still in college	Spent time in the military before going to college	Played sports in college	Took out student loans in order to pay for college



College bingo card template

 Print your own: <http://dhe.mo.gov/ppc/documents/DDBingo.pdf>

<i>B</i>	<i>I</i>	<i>n</i>	<i>G</i>	<i>O</i>



Decision Day

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Student questionnaire

 **Print your own:** <http://dhe.mo.gov/ppc/documents/DecisionDayQuestionnaire.2016.pdf>



Decision Day

MISSOURI DEPARTMENT OF HIGHER EDUCATION

Student questionnaire

Please answer all questions. If your decisions aren't yet final, indicate "unsure" or "NA."

Full name (print): _____

Homeroom teacher: _____ Current cumulative GPA: _____

List all colleges/postsecondary institutions you have been accepted to: _____

Which school have you chosen to attend? _____

What is your intended major and minor or field of study? _____

Military service confirmed: (circle one) yes no

If yes, which branch? _____

Please list the name of all scholarships you have received and include the source and amount.

Scholarship	Source (from where)	Amount



Missouri Department of Higher Education

800-473-6757 • dhe.mo.gov • facebook.com/journeytocollege • twitter.com/Journey2college



Decision Day

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Promoting your Decision Day event

Site coordinator checklist

- ☐ Display/distribute promotional items at least one month prior to your event.
- ☐ Verify all Decision Day activities are listed on your school calendar.
- ☐ Request Decision Day activities are added to school announcements, social media posts, and outdoor sign(s).
- ☐ Promote your event by using media classes to create ads for local or school radio, television and newspapers.
- ☐ Schedule phone blasts and/or text message reminders.

Ordering promotional materials

Order all of your promotional items and materials three to four weeks prior to your Apply Missouri event. To order, visit <https://web.dhe.mo.gov/dhe/forms/publications/puborderform1.faces>. Select “Site Coordinator — Journey to College” from the “Tell us who you are” drop-down list.

Promotional materials

A variety of materials are available to help you promote your Decision Day event. Items available include:

Screen saver (page 105)

A great way to advertise your Decision Day event directly to students is by using a screen saver in your school’s computer lab as well as adding to screens in cafeterias, lobbies, or front offices. Ask teachers throughout your school to use the screen saver in their classrooms where students typically have access to computers.

Flier (pages 106–107)

Electronic fliers are designed to fit an 8.5 x 11 inch-paper and are available in color or black and white. Site

coordinators are responsible for printing their own copies or distributing them electronically. The flier includes a blank area where you can add your site information. These can be found on pages 106–107.

“It’s not too late” handout (page 108)

This handout asks the students to identify where they are in the college admissions and decision-making process. It offers advice and options on how to continue to enrollment. This can be used to promote your Decision Day event or as a part of Decision Day activities.

Journey to College 3-step poster (page 109)

The full color poster measures 17 x 22 inches and should promote all three Journey to College programs on one side. There is a blank area next to each program where you can add your site information for each.

Journey to College 3-step leaflet (page 110)

This full-color leaflet measures 3.67 inches x 8.5 inches and covers all three of the steps involved in preparing for postsecondary education: apply to college, completing the FAFSA, and celebrating decisions. Leaflets will fit into a business-sized envelope.

Journey to College 3-step banner (page 111)

This Journey to College 3-step indoor/outdoor vinyl banner measures 6 x 3 feet and should be hung in a cafeteria, main entrance or other heavily trafficked area. It can also be used for your kick-off assembly or for other promotional purposes. Sites are limited to one banner, based on availability.

The Missouri Source

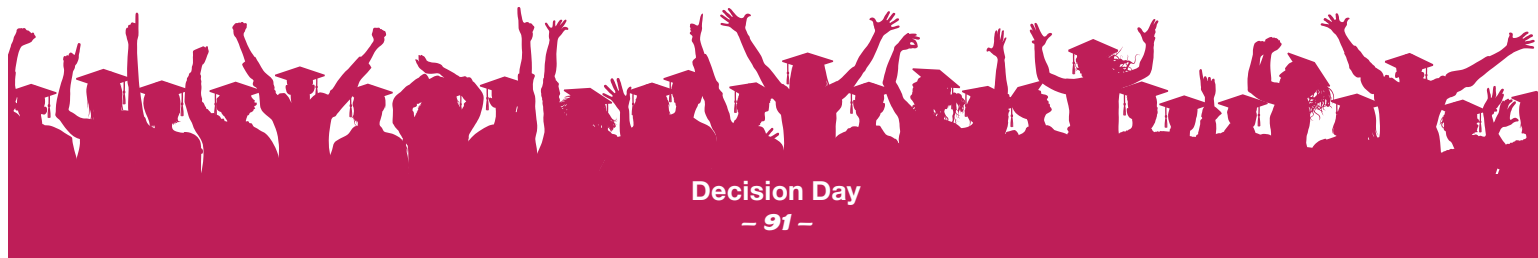
<http://dhe.mo.gov/documents/TheMOSource.FINAL.2016.pdf>

This publication provides students with information about planning and paying for college including details about federal and state grants, scholarships, and loans.

Journey to College Online Resources leaflet

<http://dhe.mo.gov/documents/JourneyToCollegeOnlineLeaflet2015.pdf>

This front and back leaflet highlights electronic resources from the Missouri Department of Higher Education most useful to students and families when planning and paying for college.



Building public support

Public support is important to a successful Decision Day event. Use the following resources to help communicate with the media and potential community supporters about your upcoming event. Pages 93–99 provide links to templates you can fill out and print.

Overview for teachers, staff and community members (page 93)

Provide a letter to teachers, staff and community members to explain the purpose of Decision Day, give overview of the events you have planned and ways they can get involved.

Media talking points (page 94)

Media talking points are provided for use in promoting your Decision Day event. You can use the media talking points to highlight important facts about the Decision Day program to local reporters.

News release (page 95–96)

News releases are traditionally sent to local news editors, with the hope of obtaining media coverage. To give your release a better chance at getting placed in the paper or on the radio, contact the editor by phone, explain the program and ask for support. You may also consider writing a letter to the editor. A sample can be found on page 96. Establishing this professional relationship may increase the likelihood that your Decision Day event is assigned a local reporter. The more coverage you get, the more students and families your event can reach. Use the news release template and be sure to fill in information regarding your event within the fillable PDF before distributing it.

Social media posts (page 97)

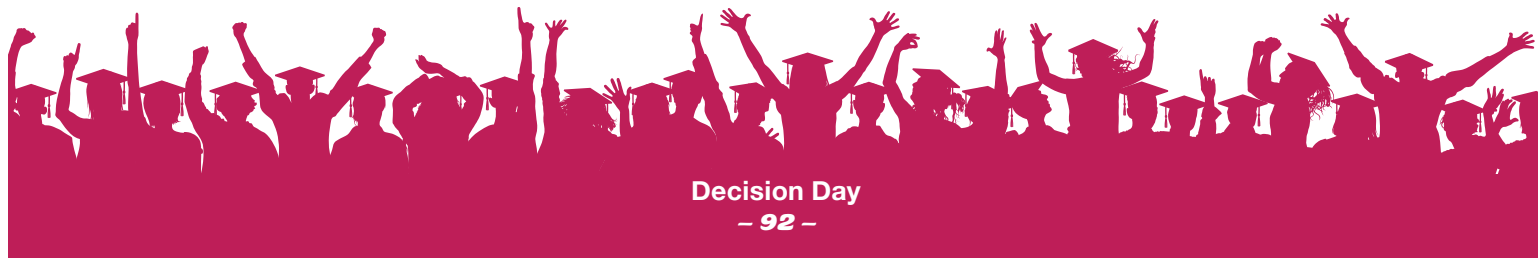
Use your school's social media sites to help spread the word to students, parents and the community about your Decision Day events. Sample Facebook and Twitter posts can be found on page 97.

Student/family letter (page 98)

Send home a letter to students and their families explaining scheduled activities and the importance of finalizing college plans.

Student/family follow-up letter (page 99)

Follow-up with students and their families, congratulating them on making a final decision. The letter also helps explain important next steps to make sure the student gets to college in the fall.



Overview for teachers, staff and community members

Our school is participating in Decision Day! To ensure that our event is a success for our students, we need your help in promoting and coordinating this event — and making sure our program is exciting and fun for our students.

What is Decision Day?

Decision Day is held annually on or near May 1 and is designed to coincide with the date by which most students must inform a college of their plans to enroll. The purpose of Decision Day is to recognize high school seniors for their postsecondary plans or choice to enter the military, and encourage younger students and families to prepare early for postsecondary education. Decision Day will be held

Decision Day also provides support and guidance to students who have yet to make plans for the future. By involving the entire student body, Decision Day will generate excitement and encourage younger students and families to prepare for college early.

In 2016, the Missouri Department of Higher Education launched the statewide Decision Day campaign and provided assistance and resources to help schools host Decision Day events.

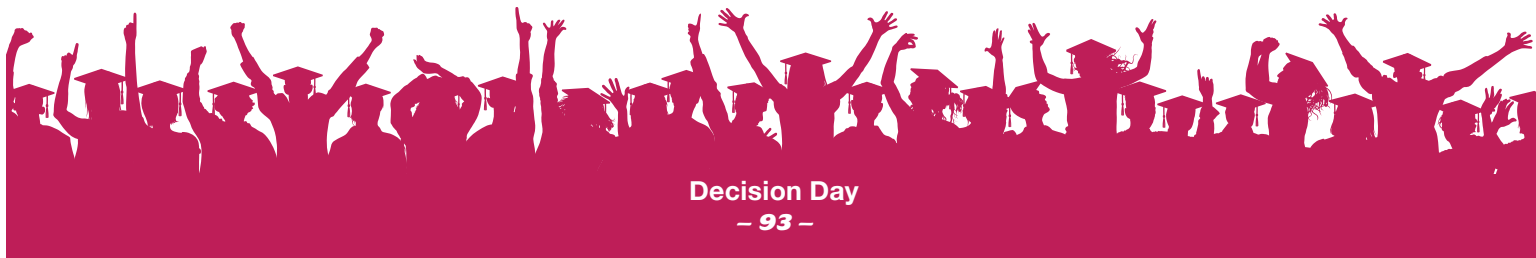
What happens during Decision Day?

All students are recognized for their postsecondary plans or military service. Think of Decision Day as a school spirit week/day, during which time we all work together to build excitement and awareness surrounding the college selection and enrollment process. We will provide [insert specific information to your site, such as special office hours to help students through the enrollment process or award letter workshops], but the event becomes truly spectacular when we integrate fun activities into our school and community environments. For example, we can decorate our doors and classrooms in college themes, post signs and pennants in our community, decorate storefronts, or have college trivia contests. Let's get creative!

How can I help?

You can help by talking to students about the importance of furthering their education beyond high school. Ask students about their future plans and/or college choices, contribute to the “spirit” of the week and reach out to students who have yet to make a decision. Seek out students who might traditionally be overlooked when it comes to college planning and talk to them about their options for college. Be sure to ask students about their plans after high school as they board the bus, go through the lunch line, or visit in the hallways.

For more information, visit <http://dhe.mo.gov/ppc/decisionday.php> or email journeytocollege@dhe.mo.gov.



Media talking points

- High schools across the state will celebrate their seniors' plans for higher education or military service during Decision Day, a statewide program sponsored by the Department of Higher Education.
- Decision Day events are held on or around May 1 — the date by which most high school seniors must notify a college of their plans to enroll. Decision Day was inspired by the NCAA's National Signing Day when student athletes sign a letter of intent to play sports at a specific college.
- Decision Day is designed to recognize and celebrate all seniors' plans for education and training beyond high school.
- Decision Day helps encourage and remind students that it is time to make a decision.
- The event also provides information to assist seniors who are still considering higher education but have not applied to college or officially enrolled.
- Decision Day is also designed to help foster a college-going culture. Events involving younger students help build excitement and emphasize the importance of higher education.
- Activities will vary at each school but will include assemblies, guest speakers and social media events.
- Decision Day events will be held at _____ on _____ from _____ to _____.
- Though many schools have celebrated with their seniors in the past, this is only the second year Decision Day has been celebrated as a statewide program.



News release template

 **Fill out and print on your letterhead:** <http://dhe.mo.gov/ppc/documents/DDNewsRelease.pdf>

FOR IMMEDIATE RELEASE

Date _____

CONTACT

Name _____

Phone _____

Email _____

Decision Day celebrates seniors' plans for higher education or military service

High school seniors will be recognized for their plans for higher education or military service during Decision Day events at _____

Decision Day recognizes all seniors for their postsecondary plans. Events are held nationwide on or around May 1 — the date by which most high school seniors must notify a college of their plans to enroll. Decision Day was inspired by the NCAA's National Signing Day when student athletes sign a letter of intent to play sports at a specific college.

Decision Day also provides information to assist seniors who are still considering higher education but have not applied to college or officially enrolled. For younger students, Decision Day builds excitement about the future and emphasizes the importance of planning for higher education.

_____ will host Decision Day events on _____ from _____ at _____.

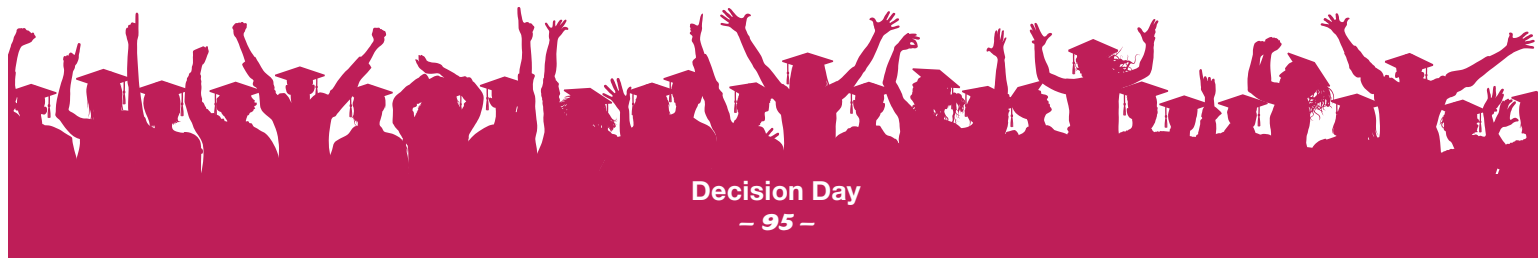
Students, parents, school administrators, teachers, staff and community members are invited to join the celebration.

[INCLUDE SPECIFIC INFORMATION ABOUT YOUR EVENT. WILL THERE BE GUEST SPEAKERS, GAMES, PRIZES, ETC.]

For more information about Decision Day activities at _____, please contact _____ at _____.

Locations for all Decision Day events are available at <http://dhe.mo.gov/ppc/decisiondaysites.php>.

For additional information about Decision Day, visit <http://dhe.mo.gov/ppc/students/decisiondayforstudents.php>.



Decision Day

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Sample letter to the editor

 **Fill out and print on your letterhead:** <http://dhe.mo.gov/ppc/documents/DDLettertoEditor.pdf>

Dear Editor,

As graduation nears, high school seniors are making important decisions about their future, including plans to attend college.

Decision Day events are held nationwide on or around May 1 — the date by which most high school seniors must notify a college of their plans to enroll. Decision Day was inspired by the NCAA's National Signing Day when student athletes sign a letter of intent to play sports at a specific college.

_____ will host Decision Day events on _____ to celebrate the plans of the senior class.
All seniors are encouraged to finalize their plans for higher education by this date.

Decision Day events also provide information to assist seniors who are still considering higher education but have not applied to college or enrolled in classes. For younger students, Decision Day emphasizes the importance of planning for higher education. It is important all students know college is possible for everyone.

We thank the community for your continued support of _____ students as they make plans for their future.

Sincerely,



Sample social media posts

Social media posts should engage students and encourage them to participate in the conversation. Open-ended questions and asking for opinions are good ways to initiate dialogue.

Use the following pre-selected hashtags: #MODecisionDay and #IDecided. You may also want use the hashtag #Classof2017.

Facebook

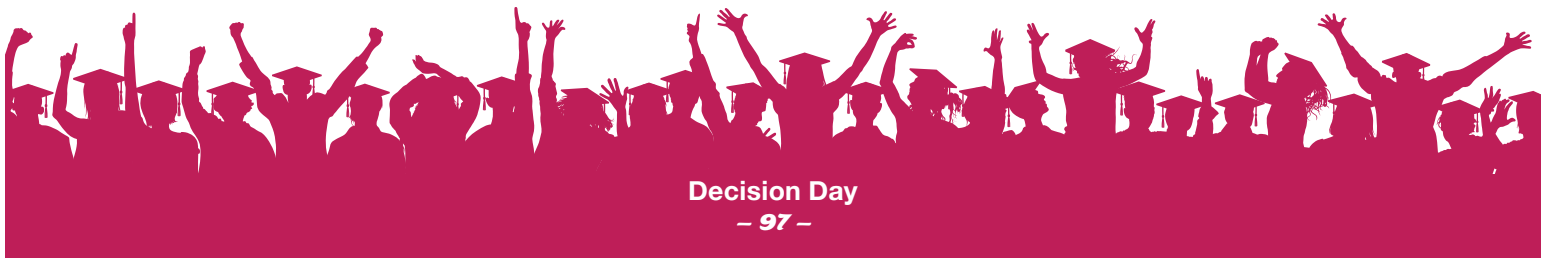
Post at least three times a week leading up to your event. Use Facebook to get students excited about Decision Day and as a reminder to make their final plans.

Twitter


With a limit of only 140 characters per post, relaying information via Twitter has to be short and to the point. Twitter moves much faster than Facebook, so more tweets may be necessary in order for them to be seen.

Sample social media posts include:

- Seniors! [May 1] is #MODecision Day. Tell us where you plan to attend! #Classof2017
- If you plan to attend #college next fall, now is the time to make a decision. #MODecisionDay
- [May 1] is #MODecisionDay! Join us in celebrating seniors' plans for the future!
- Did you know? Most schools ask that you notify them of your intent to enroll by May 1. #MODecisionDay
- #MODecisionDay events will be held {May 1}. Don't forget to wear your #college gear!
- Have you made the decision to attend college or enter the military? We want to hear about it! #MODecisionDay
- Reminder: Fill out your #MODecisionDay questionnaire so we can celebrate your future together!
- Finalize your plans for higher education. We celebrate you and all your hard work! #MODecisionDay
- If you haven't completed your #FAFSA yet, now is the time!
- Don't let the possibility of #college pass you by. It's not too late. Make plans today to enroll!
- College #MODecisionDay is just around the corner. What factors will weigh into what college you choose?
- Have you been thinking about where you're going to college? Community college? Technical school? University? Military service? We support you every step of the way! #MODecisionDay
- Congratulations on your college selections! #MODecisionDay #Classof2017
- Tell us where you're going to #college using #MODecisionDay and #IDecided.
- It's #MODecisionDay! Show us how you're celebrating!
- Years of hard work are about to pay off! Show us your #college plans. #MODecisionDay
- Still deciding on your future? It's not too late to plan for college! Come talk to us about your future.



Student/family/community letter

 **Fill out and print on your letterhead:** <http://dhe.mo.gov/ppc/documents/DDStudent-Fam-CmmLetter.pdf>

[SCHOOL NAME]
[SCHOOL ADDRESS]

[DATE]

Dear Students and Families, [CHANGE THIS BASED ON WHOM YOU'RE SENDING IT TO — SCHOOL BOARD, COMMUNITY LEADERS, ETC.]

The administration and staff of [HIGH SCHOOL NAME] invite you to Decision Day on [DATE] from [TIME] to celebrate the Senior Class of 2017 and the plans they have made for the future .

Decision Day events are held across the country to recognize seniors' plans to continue their education or enter the military.

[INSERT INFORMATION ABOUT ALL ACTIVITIES LEADING UP TO AND DURING DECISION DAY. INCLUDE SPEAKERS, GAMES, PRIZES FOOD, ETC. PARKING INFORMATION AND/OR VISITOR PASS IF NECESSARY] All graduating seniors are encouraged to attend and wear a T-shirt from the college they plan to attend, if possible.

Parents, school administrators, teachers, staff and community members are invited to join the celebration. To RSVP [INSERT INFORMATION]

We are extremely proud of our senior class and hope you will join us in celebration. We look forward to seeing you on [EVENT DATE].

Sincerely,
[SCHOOL COUNSELOR/PRINCIPAL/SITE COORDINATOR]



Student follow-up letter

 **Fill out and print on your letterhead:** <http://dhe.mo.gov/ppc/documents/DDStudentFollowUpLetter.pdf>

[SCHOOL NAME]
[SCHOOL ADDRESS]

[DATE]

Dear students,

_____ seniors recently participated in Missouri Decision Day where their plans for higher education or military service were recognized and celebrated. Making a final decision is an important step to the future.

Now that you've made your decision, it is important to consider these following next steps:

- If you've applied for financial aid by completing a FAFSA, review your Student Aid Report (SAR) carefully to make sure it is correct and complete. This will be used to determine your eligibility for federal and possibly non-federal financial aid. If you have questions, be sure to share them with your college's financial aid office. If you haven't completed a FAFSA yet, consider filing at www.fafsa.gov.
- To enroll, follow the directions in the official acceptance letter/email you received from your college. Each college has its own steps and system for officially enrolling. Most likely, you will be directed to the college's official website and instructed to log into the internal student information system. If you need help, don't hesitate to ask questions to your college. If you have not received an official acceptance following your submission of the admissions application contact the admissions office.
- Some colleges require a monetary deposit to officially enroll. This deposit can range from \$100 to \$500 or more. To pay, you can use money from your MOST529 college savings account, your own savings or your family's savings. If you need help, don't hesitate to contact the college's financial aid office to discuss options.
- As part of the enrollment process, you will likely be prompted by the college to sign up for campus housing, accept your financial aid award, and register for summer orientation.
- After you have officially enrolled, you will also get information from your college about summer orientation and placement exams. Be sure to sign up for any required testing and attend orientation events.
- After you have officially enrolled, make sure to request a copy of your FINAL high school transcript to be sent to your college.

Students, don't melt this summer! "Melting" means you have followed all the steps to officially enroll in college, but for some reason, you don't show up on campus in the fall. To keep you from melting, here are some tips:

1. Stay active this summer through jobs, internships, clubs, sports, etc.
2. Talk about your college dreams, plans, and fears to your friends, family, and people you trust.
3. Figure out how you will physically get to college in the fall, and ask for help if you need it.
4. Help your family prepare for your college experience — this isn't just a life change for you, but also for them.

If you have any questions please call [NAME, TITLE], at [PHONE NUMBER] or email me at [EMAIL].

Sincerely,
[SCHOOL COUNSELOR/PRINCIPAL/PROJECT COORDINATOR]



Recruiting and managing volunteers

Site coordinator checklist

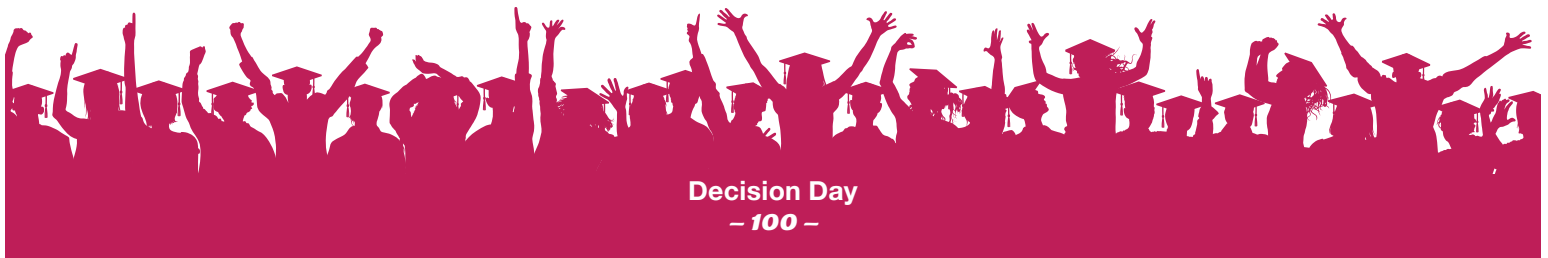
- ☐ Seek volunteers from among school administrators, teachers and staff.
- ☐ Seek volunteers from among student leadership.
- ☐ Communicate with your volunteers regularly. Be sure your volunteers know well in advance their assignments and event(s) schedule.
- ☐ Student ambassadors from any grade level can help distribute materials, decorate the school, and promote Decision Day activities — especially by working with local media as well as liking and sharing Decision Day social media posts. Identify students from each grade who would like to bring some ideas of their own. Ask students from each grade level to share and implement ideas and post and distribute materials.

Communicating with volunteers

You should contact volunteers regularly. Make sure each volunteer knows what his or her assignment is, when and where he or she should report, any specific school procedures, what the appropriate or recommended attire is, and any contingency plans in case of inclement weather or an emergency.

Provide volunteers with information to help them prepare for your Decision Day event.

After your activities are over, be sure to thank your volunteers by sending them a thank-you letter or certificate of appreciation. Samples can be found on pages 101–102.



Sample volunteer thank-you letter

 **Fill out and print on your letterhead:** <http://dhe.mo.gov/ppc/documents/DDVolunteerThanks.pdf>

[SCHOOL NAME]
[SCHOOL ADDRESS]

[DATE]

Dear [VOLUNTEER'S NAME],

On behalf of [NAME OF YOUR HIGH SCHOOL] I would like to personally thank you for volunteering your time at our Decision Day event. This event would not have been possible without your help and the help of many others willing to donate their time.

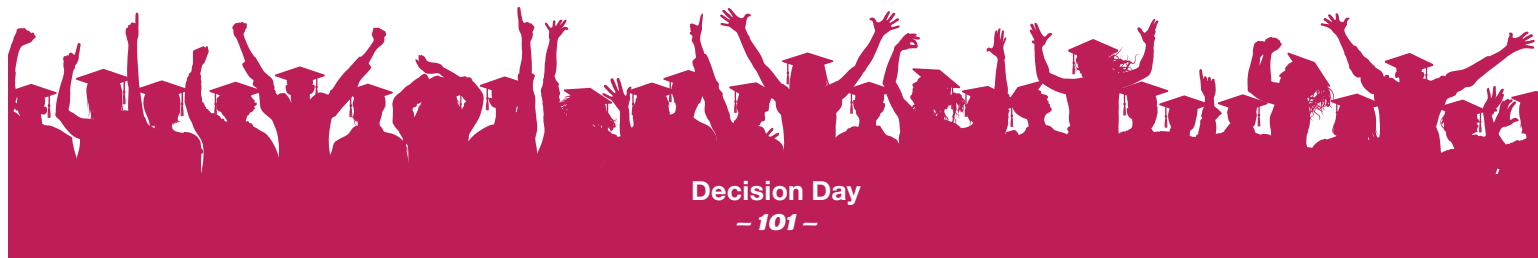
During Decision Day, we recognized [NUMBER OF SENIORS] of our seniors for their postsecondary plans. These seniors are another step closer to reaching their dreams of attending college or entering the military.

[SUMMARIZE EVENTS OR INCLUDE ANY PRESS COVERAGE]

Once again, [NAME OF YOUR HIGH SCHOOL] thanks you for your efforts and contribution of time at Decision Day! We hope to see you at our event next year!

Sincerely,

[YOUR NAME]
[YOUR TITLE]
[CONTACT INFORMATION]



Volunteer certificate of appreciation

 Fill out and print your own: <http://dhe.mo.gov/ppc/documents/DD.2016.CertofApprec.pdf>



Decision Day

MISSOURI DEPARTMENT OF HIGHER EDUCATION

Certificate of Appreciation

is awarded to _____

on _____

for service to _____'s Decision Day.

Presented by _____.



Data management

Site coordinator checklist

- ☐ Complete the Decision Day Site Coordinator Survey

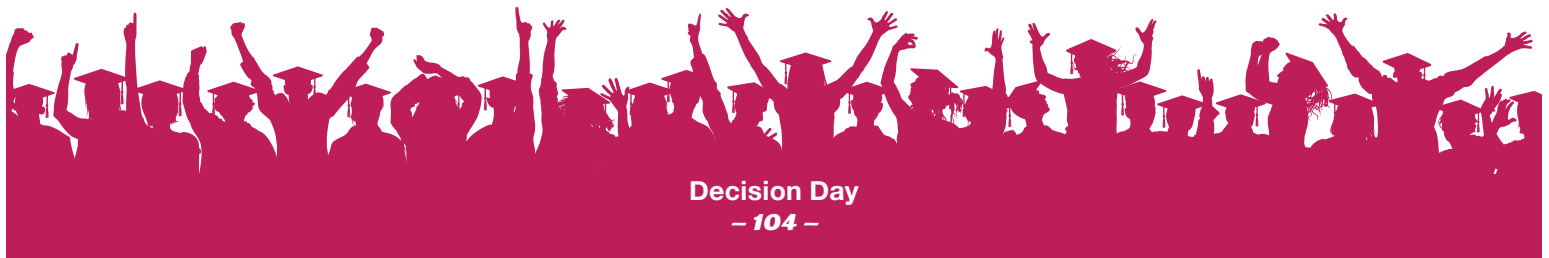
When your Decision Day activities are over, the Missouri Department of Higher Education will send you an email with a link to the Decision Day Site Coordinator Survey (<https://surveys.mo.gov/index.php/124878>). The survey will ask you for final numbers of participating seniors. It also will ask for your feedback to help improve the Decision Day program.



Promotional materials

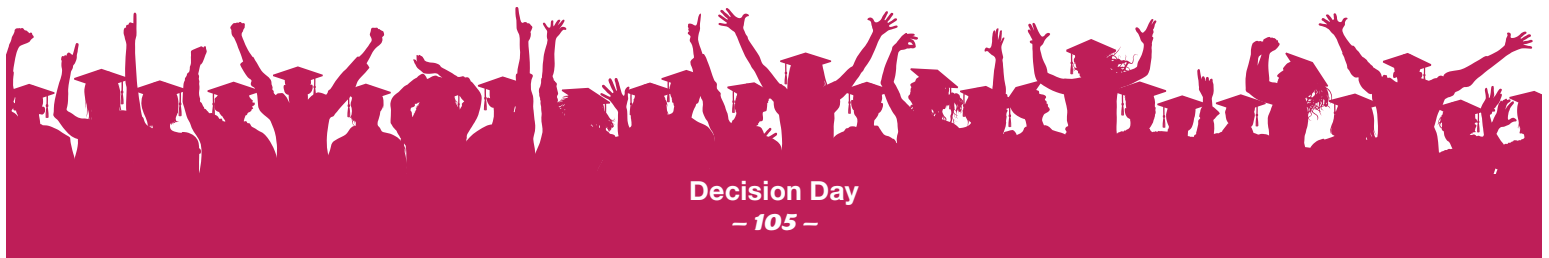
This section contains:

- ☐ Decision Day screen saver
- ☐ Decision Day color flier
- ☐ Decision Day black-and-white flier
- ☐ Decision Day “It’s not too late” handout
- ☐ Journey to College 3-step poster, which includes Decision Day
- ☐ Journey to College 3-step leaflet, including Decision Day
- ☐ Journey to College 3-step banner



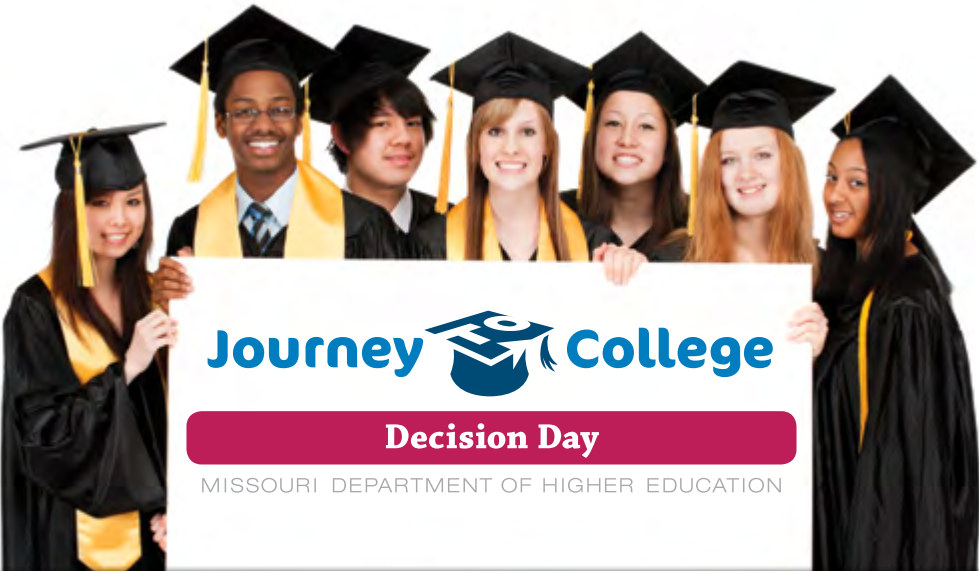
Decision Day screen saver

 **Download your own:** <http://dhe.mo.gov/ppc/images/DDScreensaver.2016.jpg>



Decision Day color flier

▶ Fill out and print your own: <http://dhe.mo.gov/ppc/documents/DecisionDayColorFlier.2016.pdf>



Journey College

Decision Day


MISSOURI DEPARTMENT OF HIGHER EDUCATION

Celebrating our seniors' plans for the future!

Join us for Decision Day, to recognize our seniors for their plans to attend college or career or technical school or enlist in the military. Let's celebrate the Class of 2017!

» **Event details:**

» **For more information, contact:**



Missouri Department of Higher Education
dhe.mo.gov • facebook.com/journeytocollege • twitter.com/Journey2college

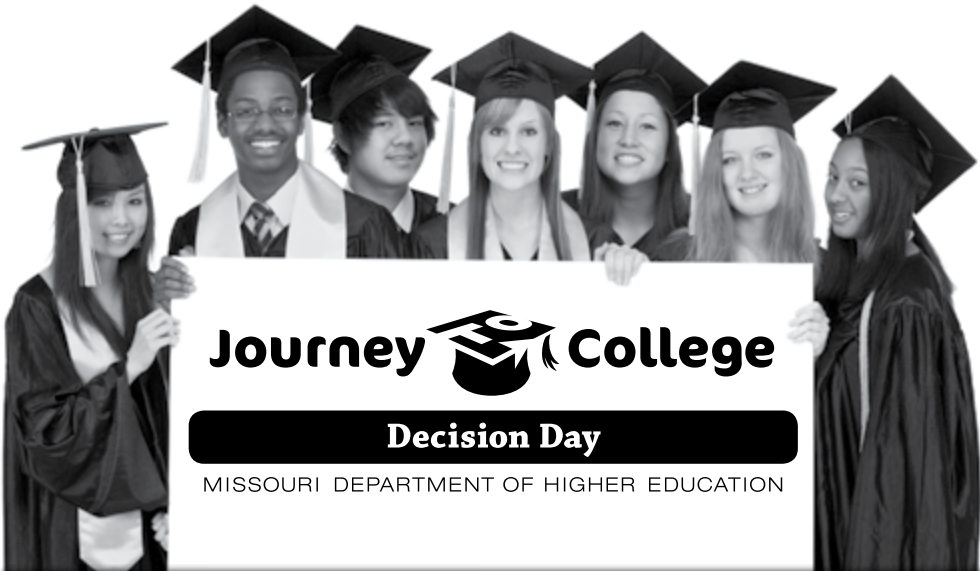


Decision Day

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Decision Day black-and-white flier

 Fill out and print your own: <http://dhe.mo.gov/ppc/documents/DecisionDayBWFlyer.2016.pdf>



Journey College

Decision Day


MISSOURI DEPARTMENT OF HIGHER EDUCATION

Celebrating our seniors' plans for the future!

Join us for Decision Day, to recognize our seniors for their plans to attend college or career or technical school or enlist in the military. Let's celebrate the Class of 2017!

» **Event details:**

» **For more information, contact:**



Missouri Department of Higher Education
dhe.mo.gov • facebook.com/journeytocollege • twitter.com/Journey2college



Decision Day

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Decision Day “It’s not too late” handout

 Download and print your own: <http://dhe.mo.gov/ppc/documents/DDItIsNotTooLateHandout.2016.pdf>



Decision Day

MISSOURI DEPARTMENT OF HIGHER EDUCATION

It's not too late to plan for college!

Have you made plans for life after high school? It's not too late to go to college.

Have you applied?

If you have not applied to college or you have an incomplete admissions application:

- Meet with your counselor to explore postsecondary options and financial aid opportunities.
- Research schools still accepting admissions applications.
- If you have received an official letter/email from the college, see what else is needed to complete your application. Reach out to the college directly to have a conversation and make sure you're on track to attend in the fall.
- If admission representatives are available during your school's Decision Day event, speak with them to see if they are conducting on-site admissions.

Have you been admitted?

If you have applied to college but have not been admitted:

- Follow up with the colleges you applied to.
- Explore other postsecondary options and research financial aid opportunities.
- Connect with a community college.

Have you officially enrolled?

If you have been admitted to college but have not made a final decision about attending or are not officially enrolled:

- Talk to trusted adults and share your thoughts, questions and concerns about completing enrollment and your plans for the future.
 - Speak with an admissions officer, financial aid representative or other expert at the college.
 - Have your counselor help you find out more about financial aid or fee waivers, especially if you need help paying enrollment fees and deposits.
 - If you haven't filed your FAFSA yet, ask your counselor to help you complete it.
 - Seek your counselor's assistance to interpret any financial aid information you receive.
- You also may ask a college campus financial aid officer for help.



Missouri Department of Higher Education

800-473-6757 • dhe.mo.gov • facebook.com/journeytocollege • twitter.com/Journey2college



Decision Day

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Journey to College 3-step poster

All three programs, including Apply Missouri, highlighted on one side and FAFSA Frenzy only on the reverse


 **Order your own:** <https://web.dhe.mo.gov/dhe/forms/publications/puborderform1.faces>

Journey College

MISSOURI DEPARTMENT OF HIGHER EDUCATION


Apply

The best time to apply to college is the fall of your senior year. Apply Missouri can help you learn more about higher education options and submit college applications. Finding the best fit for you will help you succeed in completing a degree or certificate.


Apply Missouri


Fund


Many students receive financial aid to help fund their education. The Free Application for Federal Student Aid (FAFSA) is required for most federal, state and college financial aid. FAFSA Frenzy provides free one-on-one assistance to help you complete the application.



FAFSA Frenzy

Decide

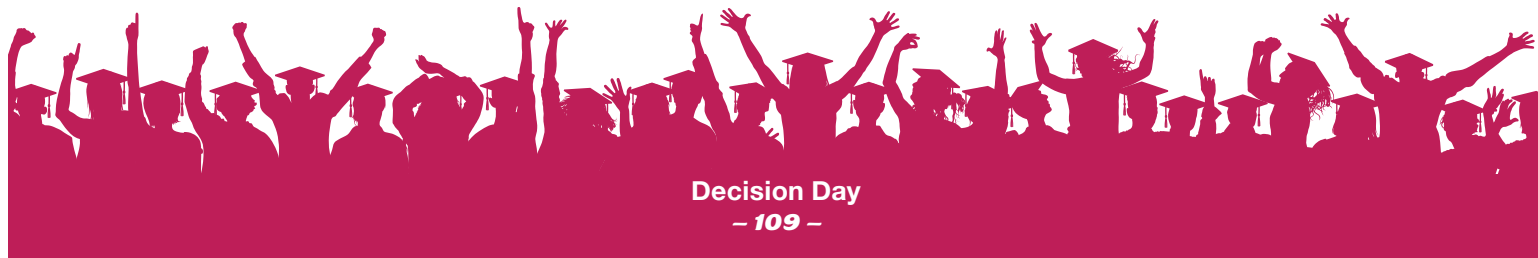
It is important to finalize and follow through on your plans for the future. Celebrate your decision to continue your education or enter the military during Decision Day. If you haven't made plans yet, now is the time!


Decision Day


Missouri Department of Higher Education
Building Missouri's future by degree



LEARN MORE: Follow @Journey2College on Twitter and Facebook (JourneytoCollege) for college planning and financial aid information.
dhe.mo.gov • info@dhe.mo.gov



Journey to College 3-step leaflet

Features all three Journey to College Programs: Apply Missouri, FAFSA Frenzy, and Decision Day

 **Order your own:** <https://web.dhe.mo.gov/dhe/forms/publications/puborderform1.faces>

Journey College

MISSOURI DEPARTMENT OF HIGHER EDUCATION

Realize your potential.

Three steps can put you on a path toward earning a college degree or certificate.

STEP 1

Apply

The best time to apply to college is the fall of your senior year. Think about the kind of degree you want to earn and the type of school you need to attend.

Apply Missouri

Many high schools host Apply Missouri events in September and October to provide time during the school day to submit applications to colleges you are interested in attending.

Things to bring:

- A completed Student Admissions Application Worksheet.
- A USB drive with essays or personal statements you have written.
- Credit card information to pay college application fees (or request a fee waiver from your school counselor).

For more information, including the Application Worksheet, visit dhe.mo.gov/ppc/students/applymissouriforstudents.php.

STEP 2

Fund

College costs can vary depending on the school you attend and the type of degree you are seeking. Many students receive financial aid to help fund their education.



Be sure to fill out the FAFSA — the Free Application for Federal Student Aid. The FAFSA is required for most federal, state and college financial aid, including grants, scholarships, work-study and student loans.

More 

Seeking out other scholarships and part-time job opportunities also can help with college costs.

FAFSA Frenzy

You can receive free help filling out the FAFSA at a FAFSA Frenzy event near you. Events are held at high schools, colleges and other locations in Missouri October through January.

Things to bring:

- Social Security Number or alien registration number or permanent resident card.
- Student and parent federal income tax forms and W-2 forms from the prior year (2015 information for the 2017–18 FAFSA). Students classified as independent do not need parent information (see StudentAid.gov/dependency).
- Current bank statements and investment records.
- FSAID — students and parents should get their FSAID at FSAID.ed.gov before attending a FAFSA Frenzy event.

For more information about filling out the FAFSA, visit dhe.mo.gov/ppc/fafsafrenzyforstudents.php.

STEP 3

Decide

Choosing a college that is the best fit for you will help you succeed in earning a degree. Once you have been admitted, you are ready to enroll in classes, finalize funding, and arrange for housing and transportation.

Be sure to meet all deadlines set by your college so you are ready to go when the semester begins.

Decision Day

Many high schools throughout Missouri host Decision Day events on or near May 1 to celebrate seniors' plans for higher education or military service.

If you have not applied to college by the end of your senior year, it is not too late. Talk with your high school counselor about opportunities that are still available.

For more information about finalizing your college decisions, visit dhe.mo.gov/ppc/students/decisiondayforstudents.php.

MOHE
Missouri Department of Higher Education
Building Missouri's future... by degree

LEARN MORE

Find more information about planning and paying for college at dhe.mo.gov/ppc/studentsparents.php.

Follow @Journey2College on Twitter and Facebook (JourneytoCollege) for college planning and student financial aid information. dhe.mo.gov • info@dhe.mo.gov



Decision Day

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Journey to College 3-step banner

 Order your own: <https://web.dhe.mo.gov/dhe/forms/publications/puborderform1.faces>



The banner is divided into three vertical sections by dotted lines. Each section features a large, stylized word at the top, the 'Journey to College' logo in the middle, and a specific event name in a colored box at the bottom. Below these sections is a wide blue band containing a silhouette of a crowd of graduates with their arms raised. The text 'Get help navigating your journey to college! See your counselor for details.' is centered in this band. At the bottom left of the blue band is the MOHE logo, and at the bottom right are social media links and a QR code.

Step	Event
Apply	Apply Missouri
Fund	FAFSA Frenzy
Decide	Decision Day

Get help navigating your journey to college!
See your counselor for details.

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